

Developing a Facility Water Management Plan Check list for Managers

Step 1: Get a commitment from top decision makers to support improvements in water-use efficiency.

- Draft and adopt a written water-efficiency policy, review with management and staff.

Step 2: Determine annual water use, calculate water and water-related energy costs.

- Determine how water use is metered at the facility. Collect and record water use for each meter for the past twelve months. Note the highest water use months for each from past bills.
- Calculate annual water cost. Use monthly bills or invoices to calculate annual water use including water, sewer, heating, pumping, treatment and disposal. Separate sewage costs from water costs if billed together. Do not overlook seasonal cost and consumption variations that could impact the calculation.
- Calculate annual energy cost to heat water.

Step 3: Complete a water audit.

- Calculate how much water is used indoors for toilets, sinks, dishwashers, icemakers, cooling towers, refrigeration equipment, drinking fountains, etc. Compare measured water consumption of devices against manufacturer's claims.
- Summarize your total landscape water use. If there is no landscape meter, you can estimate landscape water use by subtracting your estimated indoor use from your total water consumption.
- Compare your estimated indoor and outdoor water consumption with your water bills to see if estimates are accurate. Resolve any disparities.
- Evaluate the use of energy-efficient equipment in buildings and whether waste heat generated by equipment results in higher energy and water use.
- Prioritize improvements by breaking down water use and water related energy use in more detail.

Step 4: Establish a water budget for the facility and landscaping.

- Check for water flowing needlessly, note and list areas that need improvement.
- Identify and document ways to reduce water consumption within the facility and how much water will be saved.
- Develop a water budget for the facility's landscape based on site specific information

Step 5: Create an employee or student awareness program.

- Inform all employee's or students of management's goals to increase facility's water-use efficiency.
- Ask for suggestions and engage staff and students in the process.
- Conduct meetings and provide updates on the water management plan and savings.
- Provide information on water-use efficiency to staff and students.
- Publicize your successes.

Step 6: Write and distribute the water management plan.

- Review the results of the facility and landscape water audits
- Identify the most excessive uses of water and list actions and payback period for each.
- List water and energy use reductions goals that are specific, achievable and measurable.
- Describe plan implementation including information on employee or student awareness.
- Designate responsible person or persons who will be responsible for plan implementation, tracking progress, monetary savings and water savings.
- Review your plan once or twice a year, and update as needed.