

Walkthrough guide

Once you've worked out how much water your organisation has used in the last year, record the figure. See section 1 of your workplace leaders' guide.

Starting Date – water consumption per year _____ m³

– Water consumption per year per square metre of building _____ m³/m²/year

The first step in reducing water consumption is identifying where water is being wasted.

Kitchen(s)

By visiting the kitchen area(s) at different times of the day you'll be able to identify most of the areas in the kitchen where water gets wasted. In the table below make notes of any observation of where water can be conserved. Be sure to have a chat with your kitchen staff.

	Morning	Lunch	Afternoon
<p>Sink e.g.</p> <p>Washing dishes under running water</p> <p>Leaking taps – who to report leaks to?</p> <p>Do you have a duty person or are all staff responsible?</p> <p>Dishwasher e.g.</p> <p>Running when not full</p> <p>Using a water intensive setting</p> <p>Soak utensils in a tub rather than running under water</p> <p>Drinks taps e.g.</p> <p>Running the tap to get cold water</p> <p>Keep a jug of water in the fridge</p>			

Bathroom(s)

In each of the bathrooms have a look at the key areas and record the following:

	Morning	Lunch	Afternoon
<p>Taps e.g. Look for any drips <u>Test the flow rate</u></p> <p>Toilets e.g. Leaking toilets Do they all have dual flushes Do urinals run automatically</p> <p>Showers e.g. Leaking showers <u>Test the flow rate</u></p>			