

School water saving checklist

Understand and manage your water use at school using this simple checklist.

Understanding and managing your water	Yes/No	Recommended Action
Do you benchmark your water use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, use the Water Corporation's online benchmarking tool to compare your school's water use with other schools of a similar size and in a similar climatic region. This tool will tell you which areas of your school are consuming the most water and therefore where there might be opportunities to make water savings.
Do you monitor and record your water use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, establish procedures so that a staff member is responsible for reading your meter daily, analysing water use and knows what to do if water use changes unexpectedly. Consider installing continuous monitoring such as a data logger, this will give you a detailed water use profile and highlight any leaks or anomalies.
Do you know where the water saving opportunities in your school are?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, perform a water audit (refer to <i>School Water Audit</i> for information on how to complete an audit). Need more help? Consider engaging a Waterwise Water Auditor to assist you with a comprehensive water audit of your school. An auditor will provide a list of recommendations for water savings specific to your school.
Do you have signs, posters or stickers around your school to encourage water efficiency and remind students to report leaks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, contact the Water Corporation Education team to receive stickers, posters and materials for your school or run a competition for students to develop your own waterwise posters and educational materials.
Have you checked for leaks?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, read your water meter last thing in the afternoon and first thing in the morning. If there is significant water use overnight you may need to investigate further. Consider creating a team of water monitors to check for leaks regularly (particularly before school holidays). Need more help? Consider engaging a licensed Waterwise Plumber with leak detection services to assist if you have a leak.
Do you have a water management team to review water use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, establish a water management team and meet regularly to review use and identify water saving opportunities. Consider involving students, teachers, administrative staff and even parents, visitors and volunteers.
Have you developed a water management plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, use the results of this checklist and your water audit to develop a water action plan, set goals for water savings and promote this throughout the school.
Have you installed sub-meters in high water using areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, consider installing sub-meters in high water using areas (e.g. swimming pool) and monitor regularly to know accurately where water is used and identify any problems such as leaks or other anomalies.
Amenities	Yes/No	Recommended Action
Do you have water efficient showers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, install flow regulators to reduce flow to at least 9L/min or install WELS 3 star rated showerheads. Also consider shower timers or installing automatic shut off valves to reduce shower time.
Do you have water efficient taps in hand basins?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, install flow regulators to reduce flow to at least 4.5L/min or install WELS 6 star rated tapware. <i>Tip: If taps are used only for hand washing, consider a flow rate as low as 1.7L/min for super efficiency.</i>
Do cleaners hose down amenity areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, encourage cleaners to use a broom or mop to clean floors, if you must use a hose ensure it has a water efficient trigger nozzle.
Does your school have single flush toilets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, consider replacing single flush toilets with 6/3L or 4.5/3L dual flush models.

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Does your school have dual-flush toilets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, check the flush capacity. Older 11/5.5L and 9/4.5L dual flush toilets can be replaced with new 6/3L or 4.5/3L dual flush models.
Do you have a single tank on the wall or urinal flusherette system?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, ask maintenance staff to check the flow rate and flush timing. Over time wear will cause excessive flush volumes. Insert flow regulators into valve bodies to reduce flow.
Does your school have any cyclic flushing urinals?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, replace with manually flushing urinals, automatic sensor units or ultra-low-flow or waterless urinals.
Does your school have automatic on-demand urinal sensor flushing systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, regularly check that sensors are working properly and not detecting unrelated movement. Maintenance staff should check that the solenoids are operating correctly and replace them if they are faulty or worn.
Kitchens, art rooms and other areas	Yes/No	Recommended action
Are taps in kitchens and art rooms water efficient?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, install 7.5L/min flow restrictors on kitchen/art room sinks or install WELS 4 star rated tapware. <i>Tip: Pre-rinse spray nozzles in kitchens can use less than 6L/minute and make it easier to rinse and clean dishes(WELS 6 star rated).</i>
Do kitchens have water efficient dishwashers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, replace your existing model with a water efficient model. You will save money through water and energy savings.
Do students/staff leave taps running?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, install stickers to remind staff to turn off taps. Consider installing sensor taps or foot operated taps.
Are kitchen floors hosed down?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, consider using mops or squeegees instead of hoses. If hoses must be used ensure they are fitted with trigger nozzles.
Is food ever defrosted under running water?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, ensure all food is defrosted in a fridge or in a microwave if it is to be cooked immediately.
Are paint brushes washed under running water?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, encourage students to use a bucket of water to clean brushes instead of running the tap.
Outdoor areas	Yes/No	Recommended action
Does your school use scheme water to irrigate gardens, ovals and other outdoor areas?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, continue with this section.
Has appropriate staff completed the Water Corporation's School Gardener Waterwise Course?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, ensure appropriate staff complete the Water Corporation's School Gardener Waterwise Training Course. Find details on watercorporation.com.au
Do you sub-meter your irrigation water supply?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, consider installing sub-meters to determine water use and identify any leaks, and monitor regularly.

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Outdoor areas		Recommended action
Do you improve your soils?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Improving soil quality can improve plant growth and water retention. Refer to the Water Corporation's <i>Guide to Water Efficient Landscape and Irrigation for Non Residential Facilities</i> .
Do you use an alternate water source to irrigate your landscape?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, consider using rainwater, bore water or greywater for irrigation.
Do you have waterwise plants in your garden?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, consider replacing plants with waterwise variety that are better suited to our dry climate. Place plants with a similar water requirement together to avoid overwatering, this is known as hydrozoning. Need more help? Consider engaging a Waterwise Service Provider to complete a waterwise garden makeover.
Is your irrigation system Waterwise?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Engage the services of a Waterwise Garden Irrigator to complete an audit of your irrigation system and make recommendations to improve water efficiency.
Do you have mulch on your garden beds?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, use waterwise mulch to reduce evaporation and save water. Apply mulch 5-10cm thick.
Do you have underutilised areas of lawn in your landscape?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, consider replacing lawn in these areas with waterwise gardens to reduce water use.
Do you use pool covers?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, consider using pool covers to save water, energy and pool chemicals. Choose a pool cover with the Waterwise Smart Approved WaterMark symbols.
Do you use a hose to clean around the pool area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, use a broom or blower vac instead.
Is your pool backwashed on an as needs basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, review backwashing scheduling to reduce to a minimum without compromising health and safety.