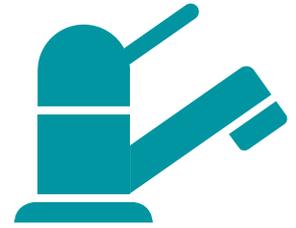# Site walk around checklist - water

Date of walk around _____

Area inspected _____

Staff present _____

	Undertaken (✔, ✗, n/a)	Action required (✔, ✗, n/a)	Date actioned
General			
Are there any visible pools of water, leaks or drips?	☐	☐	☐
Can you hear any running or dripping water?	☐	☐	☐
Toilets			
Is water needlessly discharging into the pan between flushes?	☐	☐	☐
Is the water in the cistern at the manufacturer's specified level?	☐	☐	☐
Are previously installed water efficiency devices still in place and working correctly?	☐	☐	☐
Urinals			
Is water needlessly discharging into urinals between flushes?	☐	☐	☐
Are automatic urinal controls working correctly?	☐	☐	☐
Taps			
Are any taps dripping or leaking when they are turned off?	☐	☐	☐
Check the running time of push taps. Does this exceed 10 seconds?	☐	☐	☐
Is the flow rate between 4 and 6 litres per minute?	☐	☐	☐
Showers			
Are any dripping when they are turned off?	☐	☐	☐
Check the running time of push controls. Does this exceed 30 seconds?	☐	☐	☐
Is the flow rate between 8 and 10 litres per minute?	☐	☐	☐
Equipment and storage			
Are ballcocks working correctly in storage tanks?	☐	☐	☐
Is water-using equipment operating correctly with no leaks or drips?	☐	☐	☐
Are trigger nozzles fitted and working correctly on hoses?	☐	☐	☐
Is water-using equipment being left on when not needed (e.g. during breaks or production changeover)?	☐	☐	☐
Staff engagement			
Is water efficiency signage visible, clean and up to date in the kitchen area?	☐	☐	☐
Is water efficiency signage visible, clean and up to date in the cleaner's storeroom?	☐	☐	☐
Is signage visible in toilets?	☐	☐	☐

A wide range of staff engagement materials including posters, stickers and staff training courses is available for free from www.resourceefficientscotland.com/staff-engagement-toolkit

Notes

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All actions complete

Date _____   Signed _____