Water Survey Data Sheet

This data collection sheet is designed to assist auditors during assessments. Some items may not be applicable for all assessment situations or conditions.

Assessment Information

Company name _____ Date of assessment _____

Address _____

Phone/FAX _____ Lead assessor _____

Company contact person/title _____

E-mail address _____

Assessment team members _____

_____

Assessment objectives (special concerns) _____

_____

Background Information About Water Use

Average water use/bill (for previous year) _____

Average water use/bill (for year before last) _____

Size and location of meter(s) _____

Primary water source _____

Secondary water source _____

Potential to reduce meter size? _____ Savings _____

Should credit be obtained for water that does not go to the sewer? (cooling towers, landscaping) _____

Is an additional meter required to monitor water not being sewered? _____

Water Balance and Costs

Source of water use	Gallons per Year (est.)	Percent of Total	Water Cost ($/yr)	Sewer Cost ($/yr)	Energy/Other Costs ($yr)
Domestic					
Heating/cooling					
Rinsing/cleaning					
Landscaping					
Unaccounted for					
Total					

Company Background Data

Number of employees _____ Shifts per day _____ Operating days/week _____

Size of and type of plant (sq. ft.) _____ Year built/renovated _____

Business type (manufacturing, college, office, etc.) _____

If manufacturing, list products and annual production rate _____

_____

If service or institutional sector, list clients, occupancy rates, meals served per year, etc.

_____

_____

Other pertinent facility data _____

Current and past water efficiency program measures (policies, training, awareness and goals)

_____

System Parameters

Number, types and sizes of buildings at complex _____

Grounds (approximate size in acres) _____ Garages/motor pool/support buildings (approx. sq. ft.) _____

On-site water treatment description, rate and costs

_____

Wastewater treatment description, rates and operating costs

_____

Notes

_____

Water Used in Manufacturing Processes

Volume used directly in product, per year _____

Description of water used in processing _____

Volume used in production (i.e., plating) _____

Notes _____

_____

Washing, Rinsing and Sanitation

Volume used in cleaning, rinsing and sanitation _____

Description of washing and sanitation processes _____

Number of mop sinks, etc. _____

Have improved rinsing techniques (such as counter-current systems, conductivity flow controls, improved spray nozzle/pressure rinsing, etc.) been considered? _____

Are "dry clean-up" practices used instead of hosing down and first-pass pre-cleaning conducted with squeegees, brushes or brooms? _____

Is water cut off when not in use by flow timers, limit switches or manually? _____

Notes _____

_____

Cooling and Heating

Description of cooling tower evaporative coolers (rated tonnage, types and uses) _____

_____

Water rate used in cooling towers and equipment _____

Is condensate being reused? _____

Description of once-through cooling requirements _____

Volume used in once-through cooling (air conditioners, air compressors, vacuum pumps, rectifiers, hydraulic equipment, degreasers, etc.) _____

Or has once-through cooling water for these uses been eliminated through use of chillers, cooling towers or air-cooled equipment? _____

Has blow-down bleed-off control on boilers and cooling towers been optimized?

Notes _____

_____

Domestic Use

Toilets (number, type and tank volume) _____

Urinals (number and volume) _____

Lavatory sinks (number and estimated flow) _____

Showers (number and estimated flow) _____

Are code-conforming commodes (1.6 gpf), faucet aerators (0.5-1.0 gpm) and low-flow showerheads (2.5 gpm) in use? _____

Notes _____

_____

Landscaping/Outdoor Use

Landscape irrigation (estimated gallons per unit of time) _____

Acreage/square footage landscaped and description _____

Watering/irrigation system techniques and schedule _____

Are low-flow sprinklers, trickle-drip irrigation, optimized watering schedules and water placement, preventive maintenance and xeriscaping techniques in place? _____

Notes _____

_____

Kitchen/Canteen

Dishwasher(s) description, use and volume _____

_____

Kitchen faucet/pre-rinse sprayers [number and flow rate (gpm)] _____

Icemakers, air-or water-cooled and water usage _____

Garbage disposals in use? _____

Are “electric eye” sensors for conveyor dishwashers installed? _____

Have new and water- and energy-efficient dishwashers been considered for future purchse? _____

Notes _____

_____

Other Uses, Leaks and Unaccounted-for Water

List any quantifiable leaks and estimated rates _____

_____

Any other miscellaneous uses of water (car washes, wet scrubbers, ornamental ponds, dust control, etc.) _____

_____

Notes _____

_____

Additional Needs

Factors that couuld affect, increase or decrease water use _____

_____

Any other major opportunities and assessment opportunities revealed, including

- Energy efficiency
- Lighting
- Heat recovery
- Solid waste reduction
- Pollution prevention

_____

_____

N.C. Division of Pollution Prevention and Environmental Assistance
Pollution Prevention Pays

The North Carolina Division of Pollution Prevention and Environmental Assistance provides free, non-regulatory technical assistance and education on methods to eliminate, reduce, or recycle wastes before they become pollutants or require disposal. Telephone DPPEA at (919) 715-6500 or (800) 763-0136 for assistance with issues in this fact sheet or any of your waste reduction concerns.

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