

Water audit

Water audit checklist

Use this checklist once a month to find leaks and wasted water.

Walk through every area with a notebook and a phone torch.

Before you start

- ☐ Read the water meter and note the number and time.
- ☐ Ask staff to avoid using water for 30 minutes.
- ☐ Read the meter again. If it moved, there is a leak.

Kitchen

- ☐ Taps have aerators (6 litres per minute or less).
- ☐ No dripping taps or pre-rinse spray valves.
- ☐ Dishwasher only runs with full racks.
- ☐ Food is thawed in the fridge, not under running water.
- ☐ Ice machine drain is not running constantly.

Guest rooms and bathrooms

- ☐ Showerheads are low-flow (9 litres per minute or less).
- ☐ Toilets do not run after flushing (dye test: 10 drops of food colouring in the tank, wait 15 minutes).
- ☐ Dual-flush buttons work and are labelled.
- ☐ Towel and linen reuse card is in every room.
- ☐ Housekeeping knows to report drips the same day.

Laundry

- ☐ Machines only run with full loads.
- ☐ Rinse water is reused where the machine supports it.
- ☐ Hoses and valves are dry and not cracked.

Outdoors

- ☐ Garden is watered early morning or evening only.
- ☐ Hoses have trigger nozzles.
- ☐ Paths are swept, not hosed down.

Record and follow up

Meter reading (start): _____ Time: _____

Meter reading (end): _____ Time: _____

Leaks found (where, how bad, who will fix it, by when):

1. _____
2. _____
3. _____

Quick wins this month:

- Fix every dripping tap within 48 hours.
- Fit aerators on the busiest kitchen taps first.
- Share the meter reading with staff every month.

Auditor: _____ Date: _____

Sustainable Business Toolkit - print, fill in, keep with your records.