



Smart Office Toolkit – Water Audit Sheet

How to use the audit sheet

- Below are the audit sheets that you can use when doing a water audit at your office.
- You can print out this audit sheet and fill in the different sections, and then calculate the water consumption for various appliances.
- The purpose of doing this detailed water audit is to determine where most of your water is used so that you can focus on these areas and reduce your water consumption.
- You are advised to adapt these audit sheets to suit your needs. You can do it per floor or per room or per key activity area (offices, canteen, toilet etc.). You will seldom find all these appliances in one room, yet we have provided a full list for you to choose from.
- You could also create an Excel spreadsheet for your office with your specific appliances, in order to do auto calculations, which can be easily updated over time. This way you can also create graphs which can help you identify trends over time.

Filling in the water audit sheet

Make sure to record who carried out the audit, when it was done and which premises it refers to. Ensure that this information is captured on the audit sheet.

It is important to do a visual inspection to gather data at the office premises in order to:

- Determine the number of appliances or fixtures that you have. For example, you need to count the number of toilets in a specific venue (e.g. 4 toilets, one on each floor).
- Determine what the consumption of the appliances is per use (e.g. 9 litres per flush). Check on the cheat sheet for some examples of usage if you are not sure.
- Determine how frequently each appliance is used on average (e.g. 5 times each).

Once you have the data, you need to do the calculations:

- Calculate the average water consumption per day (e.g. $4 \times 9 \times 5 = 45$ litres/d).
- Note that you would need to divide it by 1 000 to convert it from litres to kilolitres.
- You can make some comments on the side, such as the name of the appliance, or some other information to differentiate between different types of appliances at the office.

The audit sheet differentiates between hot water and cold water. You would need to adapt this to your office. You may need to exclude external usage such as for gardens.

Water Audit Sheet					
Name of auditor			Date		
Address			Venue		
Appliance	Number of appliances	Water use (litres)	Frequency	Ave usage per day (litres)	Comment
Give a short description of the appliance or fixture	How many of these items are there?	What is the rating for this item?	How often is 1 used per day?	Calculate the usage $9 \times 5 \times 4 = 45$ litres	Make any comments relating to the item
e.g. Toilets	4 toilets	9 litres	5 times each	45 litres per day	Dual flush
Hot water					
Shower					
Hand wash basin					
Cleaning – dishes					
Cooking					
Other - sinks					
Cold water					
Toilets					
Urinals					
Cleaning – clothes					
Cleaning – floors					
Gardening					
TOTAL WATER USAGE					Litres per day

Determine if any of the following water sources are used (please tick):

Type	Possible usage	Yes	No
Borehole	Garden / toilets		
Rainwater harvesting	Garden / toilets		
Effluent water	Garden		
Other:			
If yes, then please describe:			

Please note any assumptions made during the audit for future reference:

Note on assumptions: Due to the nature of water usage, the assumptions are very important. You will never really know how many times people go to the toilet every day, or how much water they use to wash their hands (and if they do wash their hands or not). It is thus important that you indicate what your assumption is around these types of activities. **An example of an assumption is that there are five staff members in the office and that they use the toilet on average twice a day and wash their hands four times a day.** This will help to do a comparison in the future if variables change such as the employment of additional staff members; or if you change the size of the toilet cistern from 18 to 9 litres.