

<h2 style="text-align: center;">Good Practice Actions - CHECKLIST</h2>	<p style="text-align: center;">Are we Implementing Good Practice Yes / No</p>
<p>Action Plan – we have a water reduction plan in place with specific targets with completion dates</p>	
<p>Measurement – We regularly read our Mains Water Meter and compare consumption on at least a weekly basis and communicate our progress/benchmark to all employees.</p>	
<p>Water Flows measured – we have measured the average flows or usage from the following – Taps, Showers, Toilets, Urinals</p>	
<p>Benchmark – we benchmark our consumption against available benchmarks – either national or local.</p>	
<p>Leak Detection – we formally check for mains water leaks at least monthly by carrying out the “Overnight” test</p>	
<p>Leak Detection – we have trained all our staff to report visual leaks and we have a process in place to have them fixed.</p>	
<p>Employee Training – we have identified where we use water within our business and have trained our staff to be aware of and minimise the use of water – by department – especially high usage areas such as Kitchen, Laundry, Leisure Centres.</p>	
<p>Customer Information – we have engaged with our customers – at the point of use – about our water reduction initiatives – and ask them to support them</p>	
<p>Plants and Grounds - We do not use Mains Water to water plants or grounds</p>	
<p>Dishwashing – we ensure that only full loads are sent through the machines and that pre-rinse is minimised</p>	
<p>Laundry – Clothes Washers – we ensure that only full loads are washed</p>	
<p>Towel reuse programme – we have a Towel Reuse programme in Guest Bathrooms and customers are requested to support it and staff trained to follow through</p>	
<p>Linen reuse programme – we have a Linen Reuse programme in Guest Bedrooms and customers are requested to support it and staff trained to follow through</p>	
<p>Guest Bathroom cleaning – staff are trained in how to minimise water use during cleaning – including only flushing the toilet once</p>	

Best Practice Actions - CHECKLIST	Are we Implementing Best Practice Yes / No
Sub-metering – major water using departments are sub-metered and consumption analysis/benchmarks monitored on at least a weekly basis – key areas include Kitchens, Leisure Centres, Full in-house Laundry	
Taps – The flow rate is 6 litres/minute or less. Public Bathrooms – all taps are mixer type with flows less than 4 litre/minute	
Showers – low flow showerheads are in place with flows of less than 10 litres/minute	
Urinals – are either waterless or have sensors in place to minimise flushing	
Toilets – dual flush toilets are in use or – Guest Bedrooms: Water reduction actions taken – Public Toilets: Dual Flush toilets are installed	
Pre-Rinse unit – Maximum flow of 8 litres/minute when in use	
Equipment – dishwashers, clothes washers, etc. Water efficient models are in use	
Rainwater Harvesting – collected and stored and used wherever possible	
Ice Machines – only air cooling units are used	
Swimming Pool Showers – push button or sensor units are in use	
Swimming Pool Management – Pool Covers are in use daily to minimise evaporation	
Swimming Pool Management – Backwashing is implemented based on usage/pressure as opposed to a regular schedule	
Floor Cleaning – all departments – staff are trained to minimise the use of water and low flow spray heads are in use instead of free-flowing hoses.	