

## Suggested Duty List

### Teachers / Staff

#### **Audit Leader**

1. Plan and conduct the school water audit. Teachers or helpers with event organizing experience are preferred.
2. Fix the date and allocate manpower (e.g. Team supervisor) and resources for the audit.
3. Plan the audit tasks, audit spots and required materials (e.g. worksheets, map, location number, etc) and ensure adequacy of resources.
4. Cooperate with team supervisors to explain the safety and hygiene guidelines, activity rundown and equipment usage to pupils.
5. Guide pupils on the discussion and presentation part after the audit.
6. Draft a Water-Efficiency Action Plan based on the audit results and propose it to the school, which aims at maintaining or improving school's water efficiency.
7. Submit the completed worksheet nos. 9-13 and pictures taken during the audit tasks to [waterconservation@wsd.gov.hk](mailto:waterconservation@wsd.gov.hk) after the audit activity. Assist in investigating high water consumption in school with the help of the Water Supplies Department if necessary.

#### **Team Supervisor**

1. Divide pupils into groups and allocate the corresponding audit spots.
2. Explain to pupils (including team leader, observer and recorder) about their roles and assigned duties.
3. Cooperate with audit leader to explain the safety and hygiene guidelines, activity rundown and equipment usage to pupils.
4. Distribute audit equipments.
5. Lead audit teams to different audit spots and provide help when necessary.
6. Ensure the activity runs safely and remind pupils to report any sickness immediately.
7. Guide pupils on the discussion and presentation part after the audit.

## **Audit Team (Teams of pupils)**

### **Leader**

1. Lead the team to complete the audit.
2. Lead the team to various audit spots under supervision of the team supervisor, make sure the task is finished within the given time and keep an eye on all tools.
3. Coordinate the work between observer and recorder.
4. Lead the discussion among the team members on the findings, problems, and improvements to existing situations after the audit.

### **Observer**

1. Work with team members to observe the situation in different audit spots.
2. Conduct audit for different water devices and report the observed data and problems, if any, to the recorder who is responsible for record keeping.
3. Discuss with the team members on the findings, problems and improvements to existing situations after the audit

### **Recorder**

1. Work with the team members to record the findings in different audit spots.
2. Pencil down the observed data and problems during the audit.
3. Discuss with the team members on the findings, problems and improvements to existing situations after the audit.