Audit Worksheet

School Name:

Boys' Washroom

No. : 1

Toilets

Total no.

_____

Type of toilet

- Single flush/ Pull chain
- Dual flush

Estimated volume of toilet cistern

length___cm x width___cm x height___cm

= _____cm^3 ÷ 1,000

= _____litres

($1,000cm^3$=1L)

Any leakage

Yes No

Other problems _____

_____

_____

Urinals

Total no.

_____

Type of urinal

- Pull chain
- Motion sensor
- Continuous flush and fill
- Regular flush and fill

Estimated volume of urinal cistern

length___cm x width___cm x height___cm

= _____cm^3 ÷ 1,000

= _____litres

($1,000cm^3$=1L)

Any leakage

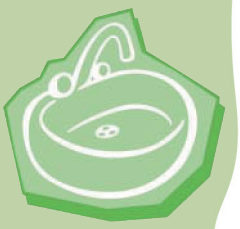
Yes No

Other problems _____

_____

_____

Taps



Total no.

_____

Type of tap

- Twisted type
- Sensor type
- Spring-loaded type
- Lever type

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

_____

_____

Cleaning taps

Total no.

_____

Average flow rate

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

_____

水務署
Water Supplies Department

Audit Worksheet

School Name:

Girls' Washroom

No. : 2

Toilets

Total no.	Type of toilet	Estimated volume of toilet cistern	Any leakage
_____	Single flush/ Pull chain Dual flush	length___cm x width___cm x height___cm = _____cm^3 ÷ 1,000 = _____litres ($1,000cm^3$=1L)	Yes No Other problems _____

Taps

Total no.	Type of tap	Average flow rate	Any leakage
_____	Twisted type Sensor type Spring-loaded type Lever type	Reading: _____ml in ____seconds Reading: _____ml in ____seconds Reading: _____ml in ____seconds Reading: _____ml in ____seconds Reading: _____ml in ____seconds	Yes No Other problems _____

Cleaning taps

Total no.	Average flow rate	Any leakage
_____	Reading: _____ml in ____seconds	Yes No Other problems _____

水務署
Water Supplies Department

Audit Worksheet

School Name:

Staff Washroom ○ Male ○ Female

No. : 3

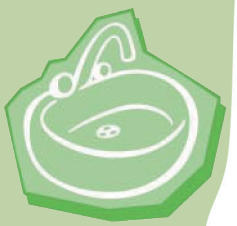
Toilets

Total no.	Type of toilet	Estimated volume of toilet cistern	Any leakage
_____	○ Single flush/ Pull chain ○ Dual flush	length___cm x width___cm x height___cm = _____cm^3 ÷ 1,000 = _____litres (1,000cm^3=1L)	Yes ○ No ○ Other problems _____ _____ _____

Urinals

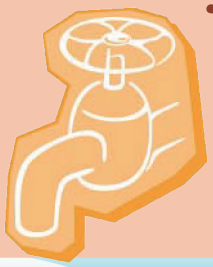
Total no.	Type of urinal	Estimated volume of urinal cistern	Any leakage
_____	○ Pull chain ○ Motion sensor ○ Continuous flush and fill ○ Regular flush and fill	length___cm x width___cm x height___cm = _____cm^3 ÷ 1,000 = _____litres (1,000cm^3=1L)	Yes ○ No ○ Other problems _____ _____ _____

Taps



Total no.	Type of tap	Average flow rate	Any leakage
_____	○ Twisted type ○ Sensor type ○ Spring-loaded type ○ Lever type	Reading: _____ml in _____seconds Reading: _____ml in _____seconds Reading: _____ml in _____seconds Reading: _____ml in _____seconds Reading: _____ml in _____seconds	Yes ○ No ○ Other problems _____ _____ _____ _____

Cleaning taps



Total no.	Average flow rate	Any leakage
_____	Reading: _____ml in _____seconds	Yes ○ No ○ Other problems _____ _____ _____

水務署
Water Supplies Department

Audit Worksheet

Boys' Changing Room

School Name:

No. : 4

Toilets

Total no. _____

Type of toilet
- Single flush/ Pull chain
- Dual flush

Estimated volume of toilet cistern

length___cm x width___cm x height___cm

= _____cm^3 ÷ 1,000

= _____litres

(1,000cm^3=1L)

Any leakage

Yes No

Other problems _____

_____

_____

Urinals

Total no. _____

Type of urinal
- Pull chain
- Motion sensor
- Continuous flush and fill
- Regular flush and fill

Estimated volume of urinal cistern

length___cm x width___cm x height___cm

= _____cm^3 ÷ 1,000

= _____litres

(1,000cm^3=1L)

Any leakage

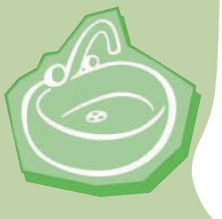
Yes No

Other problems _____

_____

_____

Taps



Total no. _____

Type of tap
- Twisted type
- Sensor type
- Spring-loaded type
- Lever type

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

_____

_____

Cleaning taps

Total no. _____

Average flow rate

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

Showers *if any

Total no. _____

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

水務署
Water Supplies Department

Audit Worksheet

Girls' Changing Room

School Name:

No. : 5

Toilets

Total no.

_____

Type of toilet

- Single flush/ Pull chain
- Dual flush

Estimated volume of toilet cistern

length___cm x width___cm x height___cm

= _____cm^3 ÷ 1,000

= _____litres

($1{,}000cm^3$=1L)

Any leakage

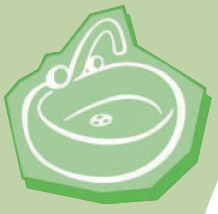
Yes No

Other problems _____

_____

_____

Taps



Total no.

_____

Type of tap

- Twisted type
- Sensor type
- Spring-loaded type
- Lever type

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

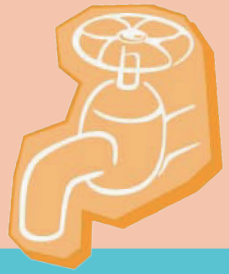
Other problems _____

_____

_____

_____

Cleaning taps



Total no.

_____

Average flow rate

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

_____

Showers

*if any

Total no.

_____

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

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Water Supplies Department

Audit Worksheet

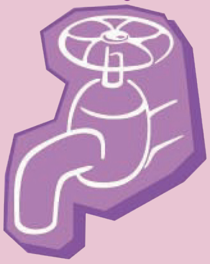
Staff Room/Classroom/ Tuck Shop/ Special Room

School Name:

No. : 6

Location ______

Taps



Total no. ______

Type of tap

- Twisted type ○
- ○ Sensor type
- Spring-loaded type ○
- ○ Lever type

Average flow rate

Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds

Any leakage

Yes ○ No ○

Other problems ______

Location ______

Taps

Total no. ______

Type of tap

- Twisted type ○
- ○ Sensor type
- Spring-loaded type ○
- ○ Lever type

Average flow rate

Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds

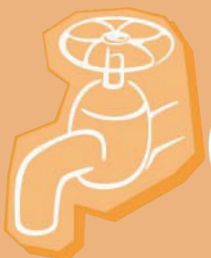
Any leakage

Yes ○ No ○

Other problems ______

Location ______

Taps



Total no. ______

Type of tap

- Twisted type ○
- ○ Sensor type
- Spring-loaded type ○
- ○ Lever type

Average flow rate

Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds
Reading: ______ml in ____seconds

Any leakage

Yes ○ No ○

Other problems ______

Audit Worksheet

Drinking Fountains and Outdoor Taps

School Name:

No. : 7

Drinking Fountains

Total no.

_____

Type

- Twisted type
- Spring-loaded type
- Lever type
- Other

Average flow rate

Drinking fountain 1

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Drinking fountain 2

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Drinking fountain 3

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Any leakage

Yes No

Other problems _____

_____

_____

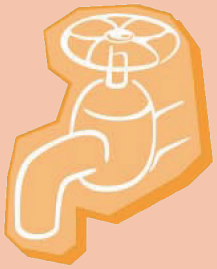
_____

_____

_____

_____

Outdoor Taps



Total no.

_____

Type

- Twisted type
- Spring-loaded type
- Lever type
- Other

Average flow rate

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Reading: _____ml in _____seconds

Purpose

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Any leakage

Yes No

Other problems _____

_____

_____

_____

_____

_____

_____

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Water Supplies Department

Audit Worksheet

Campus Observation

School Name:

No. : 8

*Hints: Get the answer from school workers
△ Hints:To be checked by students/ school workers

Cleaning

How often is the school cleaned?*

_____ times per week on average

How long does it take each time?*
(Value D)

_____ minutes

Hose flow rate △

Reading:

_____
(value F) ml in
_____
(value E) seconds

Water consumption

Value F ÷ Value E x 60 x Value D÷1,000
= _____ L

Irrigation

How often are the plants watered?*

_____ times per week on average

How long does it take each time?*
(Value G)

_____ minutes

Hose flow rate △

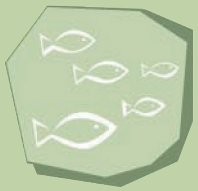
Reading:

_____
(value I) ml in
_____
(value H) seconds

Water consumption

Value I ÷ Value H x 60 x Value G ÷1,000
=_____ L

Aquarium



Any aquatic life in school?*

Yes No

If yes, how often is the aquarium emptied and refilled?*

_____

No. of aquariums*

_____

Estimated volume of aquarium △

length_____cm x _____cm
x height_____cm
=_____cm^3÷1,000
=_____ L
(1,000 cm^3 = 1L)

How long does it last for refilling the aquarium?*
(Value J)

_____ minutes

Hose flow rate △

Reading:

_____
(Value L) ml in
_____
(Value K) seconds

Water consumption

Value L ÷ Value K x 60 x Value J ÷1,000
=_____ L

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Water Supplies Department

Audit Worksheet

Water Meter Reading

School Name:

No. : 9

Water Meter Reading

Please take meter readings starting from Wednesday consecutively up to next Wednesday (total 7 days, except Sunday)

Date	_____/ ____/ ___ (yyyy/mm/dd) (Mon/Tue/Wed/Thu/Fri/Sat)
Total no. of students and staff (Value A)	_____ people

Table 1 — Morning reading (Before school)

Purpose*	Meter number	Reading (m^3)**	Time

Table 2 — Afternoon reading (After school)

Purpose*	Meter number	Reading (m^3)**	Time

Water consumption at day-time	Sum of readings in Table 2 - Sum of readings in Table 1 =_____ m^3
Water consumption at night-time	Sum of readings in Table 1 for today - Sum of readings in Table 2 for the day before (Except the 1st day)=_____ m^3
Per captia water consumption	Water consumption for the whole day / Value A =_____

What is the meaning for water consumption at night-time?

☐ There are water consumption after school reasons: _____

☐ There is leakage problem Probable leaking areas: _____

*Please specify the use of the water meter, for example: drinking water, cleaning, irrigation, tuck shop, swimming pool, flushing, etc.

** Please write down all digits and the decimal point clearly. You may refer to the "Meter Reading Guidelines".

水務署 Water Supplies Department

Audit Worksheet

School Name:

Summary of Water Meter Readings

No. : 10

Water Meter Reading

Weekday school time

Before calculating the daily water consumption, please get ready the water meter readings for the whole week. (i.e. total 7 sheets of Worksheet No. 9)

Daily water consumption = Water meter readings in Table 1 Worksheet No. 9 of the day after a particular day - Water meter readings in Table 1 Worksheet No.9 of a particular day (except the last day)

Table 3		Daily water consumption (m^3)					
Purpose*	Meter number	Wed (/) mm/dd	Thu (/) mm/dd	Fri (/) mm/dd	Sat&Sun (/) mm/dd	Mon (/) mm/dd	Tue (/) mm/dd
Total water consumption							

Are there any exceptional readings (e.g. abnormal water consumption)?

If yes, what are the reasons? _____

_____

Holiday

Table 4				
Purpose*	Meter number	Before holiday (/) Value M mm/dd	After holiday (/) Value N mm/dd	Holiday water cosumption (/) Value N - Value M mm/dd
			Total water consumption	

Are there any exceptional readings (e.g. abnormal water consumption)?

If yes, what are the reasons? _____

_____

*Please specify the use of the water meter, for example: drinking water, cleaning, irrigation, tuck shop, swimming pool, flushing, etc.

** Please write down all digits and the decimal point clearly. You may refer to the "Meter Reading Guidelines".

水務署 Water Supplies Department

Audit Worksheet

School Water Consumption Statistics

School Name:

No. : 11

School Information

Total no. of students and staff (Value A)	_____ people
Total area of school (Value B)	_____ m^2

School Water Consumption Statistics

Total average daily water consumption (Value C)	School's total water consumption in a week recorded in Table 3 Worksheet 10 ÷ 7 = _____ m^3
Water consumption per capita per day	Value C ÷ Value A = _____ m^3
Water consumption per square meter per day	Value C ÷ Value B = _____ m^3

Memo

水務署
Water Supplies Department

Audit Worksheet

School Name:

No. : 12

Audit Summary

Location	Good / Bad water using habit	Ways to improve
Whole school	Example : Taps — No leakage found, with suitable flow rate	Regular monitor is suggested to prevent leakage.
Classroom		
Boy's washroom		
Girl's washroom		
Drinking fountain		
Others - Special room		
Outdoor - cleaning, irrigation, aquarium		

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Water Supplies Department

Audit Worksheet

Water-Efficient Action Plan

School Name:

No. : 13

Priority	Problem	Actions	Responsibility	Time Frame	Funds
High	Example: Flushing with fresh water and traditional cistern.	Action 1. Switch to dual-flush cisterns; Or Action 2. Put two 1-litre bottles (with some sand or water inside) into the cistern. Around 2 litres fresh water can be saved for every flush.	Teacher A	29, March (Before holiday)	HK$0 (Bottles can be collected from students)

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