

Water Conservation Practices Checklist

The following checklist is designed to give the Manager/Owner a quick reference to water conservation on the property. It is quick and easy to complete, and is a nice reference to the many ways you can save money. Please consider each item carefully and determine if your property should implement some change.

	We are doing this	We should do this	We need to evaluate this measure
Inside the Apartments			
Insulate water heater pipes			
Install faucet aerators			
Check for toilet leaks			
Replace toilets with more efficient models			
Use low-flow showerheads			
Submeter individual apartments			

Landscape Irrigation			
Convert your landscaping to Xeriscape			
Establish a monthly budget based on plant water needs			
Make sure that automatic irrigation equipment is operating properly:			
◆ Inspect the system regularly to ensure that there are no leaks and that the heads are not broken or misaligned			
◆ Adjust pressures to the specifications for the equipment used			
Water only when needed:			
◆ Determine water needs based on evapotranspiration needs or soil moisture			
◆ Water infrequently, but deeply, not everyday for a few minutes			
◆ Turn off the system controller if it has rained			
Install timers, soil moisture sensors, and rainfall shutoffs			
Use drip irrigation wherever possible			
Do not over-fertilize			
Use heat resistant, drought tolerant plants			
Limit turf areas			
Be sure that hoses have shutoff nozzles			
Use mulch around groundcovers, trees, and shrubs			
Use a faucet timer if watering by hand			
Overseed (winter lawns) functional areas only			
If you have grass, mow regularly, avoid scalping grass			

	We are doing this	We should do this	We need to evaluate this measure
Pools and Spas			
Do not use fill and draw pools and spas			
Use filter backwash water for lawn watering			
Cover pools and spas when not in use			
Adjust pool levels to minimize water splash			
Work with contractor to minimize number of pool drainages			

Building Operations			
Read water meters on a regular basis			
Make water use figures known to employees			
Shut off water to unused areas			
Install pressure-reducing valves if pressure is high			
Regularly check buildings for leaks and water waste			
Remind residents to notify maintenance about leaks			
Quantify water use by each appliance/operation by using a bucket and stopwatch or isolating each use and checking the water meter			

Cleaning and Sanitation			
Sweep when you don't have to mop			
Sweep drives and sidewalks instead of using a hose			
When using a hose, use a shut-off valve			
Clean windows only when needed - not on a set schedule			

Laundries			
Consider water use when purchasing equipment			
Use hot water reuse systems and other water conserving technology where feasible			
Avoid excess filter and softener backflush			
Place signage to remind residents to wash only full loads			
Investigate systems that recycle laundry water			
Offer machines that offer multiple water level settings			

Not applicable

