

# WATER EVALUATION DATA COLLECTION FORM

## General Building Information

		Comments
Building number		
Building name		
Primary building type (circle the most appropriate building type)	Retail / Education / Lodging / Office / Medical / Dining Physical Fitness / Other	
Square footage of building		
Date of construction (year)		
Year of last major water-related renovations		
List types of water-related renovations		
Building address		
City, State, Zip Code		
Evaluator name		
Date of survey		

## Utility Information

Water utility provider		
Marginal water rate,* including units		
Sewer utility provider		
Marginal Sewer rate,* including units		
Types of energy available - relevant to domestic hot water		
Marginal energy rate for each type available, including units		

\*Utility rates may not be available during onsite evaluation. Site's point of contact may need to be contacted for this information.

Occupancy Information			
Building number and name			
	Weekday	Weekend	Comments
Occupied hours (typical)			
Number of building occupants (typical)			
Number of weeks per year building is occupied			
Female occupants (percentage)			
Male occupants (percentage)			

Domestic Hot Water		
Building number and name		
		Comments
Hot water fuel source (circle)	Natural Gas / Electricity / Distillate Oil / Residual Oil / LPG (Propane) / Steam / Other / None	
Make and model of water heating equipment		
Hot water heating efficiency*		
Hot water heater tank capacity (gallons)*		
Hot water temperature (°F)		

\*This may not be available during the onsite evaluation but may be obtained online using the water heater make and model.

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## Plumbing Fixtures - Restrooms, Locker Rooms and/or Kitchenettes

**Building number and name**

**Location of plumbing fixtures:**

**Restroom  
type:**

Male / Female /  
Unisex

	Toilets	Urinals	Faucets*	Showers	Comments
Count of fixtures					
Primary fixture type (circle)	Tank (Gravity) / Tank (Pressure Assisted) / Flush Valve		With Aerator / Without Aerator	Threaded Fixed / Hand Held Wall Mount/ Gang	
Flush valve only - Primary flush valve type (circle)	Diaphragm / Piston	Diaphragm / Piston / Non- water			
Flush valve only - Fixture mount type (circle)	Floor Mount / Wall Mount / Floor with Rear Discharge	Floor Mount / Wall Mount			
Operation type (circle)	Manual / Sensor/ Dual Flush	Manual / Sensor	Manual / Sensor / Metered		
Urinal only - Discharge tube diameter (check)		3/4" _____; 1 1/4" _____			
Rated flush rate - gallons per flush (gpf)					
Rated flow rate - gallons per minute (gpm)					
Flush valve only - Average flush time (sec)					
Measured average flow rate (gpm)					
Percentage of occupants showering daily, weekdays					
Percentage of occupants showering daily, weekends					

\*This includes faucets located in bathroom, locker room  
and/or kitchenettes.

# WATER EVALUATION DATA COLLECTION FORM

## Laundry - Washing Machines

Building number and name

Estimated loads of laundry per person per week, weekdays

Estimated loads of laundry per person per week, weekends

ENERGY  
STAR  
Machines

Non-  
ENERGY  
STAR  
Machines

Comments

Count of washing machines

Make of washing machines

Model of washing machines

Typical capacity of washing machines cubic feet\*

Water factor of washing machines gallons/cycle/cubic feet\*

General condition of machines (circle)

Excellent /  
Good /  
Poor

Excellent /  
Good /  
Poor

\*This may not be available during the onsite evaluation but may be obtained online using the washing machine make and model.

# WATER EVALUATION DATA COLLECTION FORM

## Commercial Kitchen

Building number and name

	Weekday	Weekend							
Average numbers of meals served per day									
Average number of kitchen staff									
	Dishwashing Machine	Pre-Rinse Spray Valve	Handwashing Faucets	Prep Sink Faucets	Pots/Pans Washing Sink Faucets	Food Steamer	Garbage Disposal	Ice Machine	Comments
Count of fixtures or equipment									
Equipment Type (circle)	Continuous / Batch		Manual / Sensor / Metered			Boiler-Based / Connectionless		Air-Cooled / Water-Cooled	
Equipment is ENERGY STAR (circle the appropriate answer)	Yes / No					Yes / No		Yes / No	
Rated flow rate - gallons per minute (gpm)									
Batch water use (gallons per cycle)									
Measured average flow rate - gallons per minute (gpm)									
Make of equipment									
Model number of equipment									
Hours operated per day									
Loads per day									
General condition of equipment	Poor / Average / Good	Poor / Average / Good				Poor / Average / Good	Poor / Average / Good	Poor / Average / Good	

# WATER EVALUATION DATA COLLECTION FORM

## Vehicle Wash

Building number and name

	Open Hose	Pressure Washer	Comments
Average number of vehicles washed per week			
Average number of weeks vehicles washed per month			
Approximate wash time per vehicle (minutes)			
Flow rate of open hose - measured average flow rate gallons per minute (gpm)			
Nozzle manufacturer			
Nozzle rating - (gpm)			
Manufacturer			
Model number			

# WATER EVALUATION DATA COLLECTION FORM

## Landscape Irrigation

**Building number and name**

**Landscape irrigation area description**

	<b>Turfgrass</b>	<b>Mixed Beds</b>	<b>Comments</b>
<b>Landscape area type (circle)</b>	Landscape Around Building / Athletic Field / Golf Course / Parade Field / Park / Family Housing / Other		
<b>Water supply type (circle)</b>	Potable / Non-potable / Alternative		
<b>What month does irrigation start?</b>			
<b>What month does irrigation end?</b>			
<b>What is the general level of supplemental irrigation needed by the mixed bed? (circle)</b>		Low / Moderate / High	
<b>How dense is the mixed bed area planted? (circle the appropriate answer)</b>		Low / Moderate / High	
<b>How protected/exposed is the mixed bed area? (circle)</b>		Protected / Open / Intense Exposure	
<b>What type of turf species is present? (circle)</b>	Cool Season / Warm Season		
<b>How is the condition of the landscape? (circle)</b>	Stressed / Average / High Quality	Stressed / Average / High Quality	
<b>What type of soil is at the site? (circle)</b>	Sandy / Loam / Clay	Sandy / Loam / Clay	
<b>Enter the landscape area in square feet</b>			
<b>Irrigation equipment type (circle)</b>	Rotor / Spray / Micro-spray / Drip / Manual	Rotor / Spray / Micro-spray / Drip / Manual	
<b>Irrigation maintenance (circle)</b>	Poor / Average / High	Poor / Average / High	
<b>Irrigation controls (circle)</b>	Manual / Clock / Weather-Based	Manual / Clock / Weather-Based	
<b>Observations on irrigation efficiency and system operations (puddles visible, runoff, leaks, broken sprinkler heads, irrigation during rain or high winds, watering impervious surfaces, etc.)</b>			
<b>Best practices being used (mulch, xeriscape, irrigating at night, etc.)</b>			
<b>How often is the irrigation system operated? (days per week)</b>			
<b>How long is the irrigation system operated? (minutes per day)</b>			

# WATER EVALUATION DATA COLLECTION FORM

## Cooling Tower

### Building number and name

Cooling tower location description		Comments
For what process is the cooling tower used? (Circle)	Comfort Cooling (HVAC) / Process Load / Other	
Cooling season start month		
Cooling season end month		
Enter hours per day of operation		
Enter days per month of operation		
How is the operation of the system monitored? (circle)	Automated Control System with Data Logging / Manual with Log sheets	
Makeup water source (circle)	Potable / Non-potable / Alternative	
How is makeup water use tracked? (circle)	Metered / Estimated / Not Tracked	
Amount of makeup water used per month (gallons)		
Blowdown controls (circle)	Manual / Clock / Conductivity-Based	
How is blowdown water tracked? (circle)	Metered / Estimated / Not Tracked	
Amount of blowdown water used per month (gallons)		
What is the tonnage rating of the cooling system? (Chillers may provide this information)		
What are the typical operating cycles of concentration of the system?		
What is the recirculating rate? - gallons per minute		
Condition of cooling tower (circle all that apply)	Well-Maintained / Leaking / Corrosion / Mineral Build Up / Biological Fouling / Mechanical Issues / Other	
Are sewer credits received? (circle)	Yes / No	