

Worksheet 3.6A

Water action plan

This is an example only – adapt this worksheet to suit your organisation's requirements, and review your plan on an annual basis.

Property name:				
Address:				
NLA or GLA of building (m ²):				
Date:		Prepared by:		Approved by:
Key contractors for the following services:				
HVAC:		Plumbing (hot water):		
Cooling towers:		Landscaping:		
Metering:		Other:		
Water conservation targets for financial year: <i>insert your targets</i>				
	Base building water		Whole building water	
	Previous year actual	Annual target	Previous year actual	Annual target
Total water (kL)				
Total water (kL/m ²)				
Total water per patron per day (L/patron/day)				
Total cost of water (\$)				
Total cost of discharge (\$)				
Total cost of trade waste (\$)				
NABERS Water rating				
Other:				

Short-term opportunities

(Actions with a payback of typically less than 3 years)

	Actions or initiatives to be taken to achieve targets or potable water consumption	Responsibility	Expected water savings (kL)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Amenities							
	Cooling towers and HVAC system							
	Kitchens and food courts							
	Specialist tenants including fitness centres							
	Outdoor areas and water features							
	Cleaning and tenant education (including signage)							

	Actions or initiatives to be taken to achieve targets or potable water consumption	Responsibility	Expected water savings (kL)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Miscellaneous							

Summary for short-term opportunities

Total water savings (kL):
Total water savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date:

Medium-term opportunities

(Actions with a payback of typically between 3 to 5 years, often with other benefits too.)

	Actions or initiatives to be taken to achieve targets or reduce potable water consumption	Responsibility	Expected water savings (kL)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Amenities							
	Cooling towers and HVAC system							
	Kitchens and food courts							

	Actions or initiatives to be taken to achieve targets or reduce potable water consumption	Responsibility	Expected water savings (kL)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Specialist tenants including fitness centres							
	Outdoor areas and water features							
	Cleaning and tenant education (including signage)							
	Miscellaneous							

Summary for medium-term opportunities

Total water savings (kL):
Total water savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date:

Long-term opportunities

(Actions with a payback of typically more than 5 years, but with other significant benefits such as improved maintenance and conditions.)

	Actions or initiatives to be taken to achieve targets or reduce potable water consumption	Responsibility	Expected water savings (kL)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Amenities							
	Cooling towers and HVAC system							
	Specialist tenants including fitness centres							
	Outdoor areas and water features							
	Cleaning and tenant education (including signage)							
	Miscellaneous							

Summary for long-term opportunities

Total water savings (kL):
Total water savings as a % of total use
Total cost savings (\$)
Total cost savings as a % of total cost

Sign: _____	Sign: _____
Date: _____	Date: _____