



Water audit checklist for SMEs

part one

Step	Action Item	Notes
Step 1: Understanding current water use	Review water bills (past 12 months)	<input type="checkbox"/>
	Identify major water use areas (e.g., production, cleaning)	<input type="checkbox"/>
	Check seasonal variations in water use	<input type="checkbox"/>
	Benchmark against industry standards	<input type="checkbox"/>
Step 2: Inspect for inefficiencies	Check for leaks in pipes, fixtures and equipment	<input type="checkbox"/>
	Inspect restrooms for inefficient fixtures	<input type="checkbox"/>
	Evaluate irrigation systems for overuse	<input type="checkbox"/>
	Assess cooling towers and HVAC systems	<input type="checkbox"/>
Step 3: Monitor and measure usage	Examine water-intensive processes for waste	<input type="checkbox"/>
	Install water meters to track usage in key areas	<input type="checkbox"/>
	Log daily or weekly water usage data	<input type="checkbox"/>
Step 4: Engage stakeholders	Use smart water meter monitoring tools	<input type="checkbox"/>
	Train employees to report water issues	<input type="checkbox"/>
	Consult utility providers for efficiency tips	<input type="checkbox"/>
	Engage vendors for efficient equipment solutions	<input type="checkbox"/>



Water audit checklist for SMEs

part two

Step	Action Item	Notes
Step 5: Evaluate water quality	Test water quality in incoming supply	<input type="checkbox"/>
	Ensure compliance with local water discharge regulations	<input type="checkbox"/>
	Check for opportunities to reuse greywater	<input type="checkbox"/>
Step 6: Set goals and plan improvements	Identify quick wins for water conservation	<input type="checkbox"/>
	Develop a long-term water management plan	<input type="checkbox"/>
	Set measurable reduction targets	<input type="checkbox"/>
	Identify budget for implementing upgrades	<input type="checkbox"/>
Step 7: Implement and review	Roll out recommended changes	<input type="checkbox"/>
	Regularly monitor progress and adjust	<input type="checkbox"/>
	Report findings to stakeholders	<input type="checkbox"/>
	Celebrate successes and continue improvements	<input type="checkbox"/>