

APPENDIX H

METRO CONSERVATION DISTRICTS
CAMPUS GROUNDWATER CONSERVATION PLANNING

Campus Water Use
Initial Data Collection Checklist

Instructions: This form is designed to assist with the voluntary collection of water use data for your campus. Please attach additional sheets as necessary and share as much information as you can as it will help identify water conservation opportunities that could save your campus water and money. If data is not readily available for any of the questions below, feel free to leave that section blank as data gaps can be addressed at a later date by Soil and Water Conservation District staff conducting the Campus Groundwater Conservation Planning protocol. Thanks for your help!

Water Use Data Collection Checklist

- ☐ **Primary Contact Information (data collection may be completed by multiple staff)**

<i>Name & Job Title</i>	<i>Phone</i>	<i>Email</i>	<i>Date</i>
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- ☐ **1. Utility Bills**

These data will be used to establish current water use costs as well as associated hot water heating costs

- ☐ Water - Most recent 24 months
☐ Gas - Most recent bill
☐ Electricity - Most recent bill

- ☐ **2. Submetered Water Equipment Data - Most Recent 24 months**

Water data from independently submetered equipment will be used to identify water use trends and leak detection for specific areas of campus (e.g., cooling towers)

- ☐ **3. Estimated Number of Existing Water Fixtures and Equipment**

These data will be used to help plan on-site data collection

Restrooms

- ☐ Number of faucets
☐ Number of toilets
☐ Number of urinals
☐ Number of showerheads

- ☐ Are any of your restroom fixtures EPA WaterSense certified products? If so, approximately what percentage of the fixtures are WaterSense certified?

Other Fixtures and Equipment

- ☐ Number and approximate age of cooling towers
☐ Number and general type of kitchen appliances (e.g., commercial dishwasher, commercial steamer, ice maker, etc.)
☐ Number and general type of laundry appliances

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☐ **4. Facility Leak Detection**

These data will be used to address known locations of water loss

- ☐ Are there any known water leaks (e.g., faucets, toilets, irrigation, etc.)?

If so, where?

- ☐ Briefly describe current leak detection protocols.

☐ **5. Building Occupancy Information**

These data will be used to estimate restroom use

- ☐ Estimated number of employees on-site each day
- ☐ Estimated ratio of male:female employees
- ☐ Estimated number of students on-site each day
- ☐ Estimated number of visitors on-site each day
- ☐ Typical number of days building is used each week
- ☐ Typical number of hours building is used each day
- ☐ Seasonal variability, if applicable (e.g., school year)

☐ **6. Irrigation System**

These data will be used to help plan on-site irrigation data collection

- ☐ General layout and size of landscaping irrigation system, including approximate number of controllers and number of irrigation zones. If available, please attach map.

- ☐ Primary uses of irrigation system (e.g., lawn, landscaping, athletic fields, etc.).

- ☐ Is the timing and duration of your irrigation actively managed? Or, is your irrigation system managed on an automated schedule?

- ☐ Does your irrigation system use any water conservation devices such as rain sensors or soil moisture sensors?

☐ **7. Water Conservation Educational Programs**

These data will be used to identify water conservation educational opportunities

- ☐ Are there any water conservation programs currently underway on your campus? If so, what are they and how are they being implemented?

☐ **8. Other Water Use Information**

- ☐ information you would like to share about your campus that would be helpful for water conservation planning? For instance, are there any property renovations expected in the
