

Best Practices – Checklist

General Operation	Yes/No
Display water saving stickers and posters at appropriate locations to educate staff and enhance customers' awareness on water conservation, and provide appropriate training to staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Encourage employees to make suggestions on water conservation through a reward scheme.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assign employee(s) to monitor water meter reading regularly or install data loggers to continuously record water meter reading. Separate sub-meters can also be installed to monitor individual water use. Water consumption record helps to identify changes in water use.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Compare current water consumption with previous records from water bills regularly to identify areas that can be improved and to enhance water use efficiency.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Maintenance Operation	Yes/No
Inspect water mains regularly and rectify leakage promptly.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect taps and shower heads regularly and repair any dripping promptly.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turn off taps and shower heads when they are not in use.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Retrofit aged appliances and fixtures with high water use efficiency models to reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Install flow controllers in plumbing fixtures if they cannot be retrofitted with high water use efficiency models to reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Install pedal or knee-control valves to ease the on / off control by staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Kitchen Operation	Yes/No
Wash vegetables in a basin of water instead of under a running tap.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Soak utensils and dishes in a basin of water before cleaning for easy removal of food residues.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use pressure sprays to wash dishes effectively and reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adopt suitable detergent and avoid excessive use of detergent.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turn off dishwashers when not in use. Run dishwashers with a full load.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recycle rinse water from dishwashers to wash away food residues on dishes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
For manual dishwashing, install 3-compartment washing basins for handling cleaning processes with different levels of water consumption including soaking, washing and rinsing separately to reduce water use and to recycle rinse water more easily.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use condensed water from steam cabinets for general cleaning purpose.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turn off steam cabinets if not in use during off-peak hours.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Water Saving Kitchen Appliances	Yes/No
Retrofit aged kitchen appliances with high water use efficiency models and steam recovery cabinets to reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Retrofit aged wok stoves with air-cooled wok stoves to reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Install an air pump to assist in defrosting to reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dining Area Operation	Yes/No
Serve / refill water only upon customers' request.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace bone plates and dining utensils only upon customers' request.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use powder cleaning agent to clean carpet instead of water or steam.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Display water saving notices to raise customers' awareness on water conservation.	Yes <input type="checkbox"/> No <input type="checkbox"/>