

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 automatic on / off sensors on taps.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Hospitality Service	Yes/No
Encourage guests to support the “Reuse Towel and Linen” programme, and provide appropriate training to housekeeping staff.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Turn off unnecessary taps when housekeeping staff is carrying out cleaning.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Report and promptly repair leaking faucets, shower heads, running toilets and toilets flushing poorly.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use opened bottled water for irrigation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do not replace unopened bottled water in guest rooms unnecessarily.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace bathtubs with shower cubicles and retrofit appliances with high water use efficiency models whenever possible.	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"/>

Swimming Pool Operation	Yes/No
Conduct regular reviews on the effectiveness of filtration plant.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check level sensors and float gauges regularly to prevent overflow.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use high efficiency tools, e.g. high pressure jets, for poolside cleaning to reduce water use.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover up the pools when they are not in service to minimise evaporation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Water Features Management	Yes/No
Install wind sensors to turn off fountains automatically during strong wind conditions to avoid water loss from splash.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check level sensors and float gauges regularly to avoid overflow.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Install appropriate filtration system to recycle water and reduce water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Landscape Management	Yes/No
Select soil with high water holding capacity for landscaping works to reduce infiltration loss.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Group plants with similar water requirement together in the same area. Plants that require more water are grouped together and vice versa to reduce excessive watering.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Adopt efficient irrigation, e.g. automatic irrigation, to control water consumption.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Schedule watering in the morning or evening instead of in the middle of the day to minimise water loss through evaporation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect irrigation equipment regularly and repair any defects or leakage promptly.	Yes <input type="checkbox"/> No <input type="checkbox"/>