SCOPE OF WORKS

Water Bill Data Analysis – Office Based

- Extract information from water bills via desk top exercise
- Analyse historical billing for errors and overcharges breaking out consumption and fixed cost data. Historic billing will be analysed for errors and rebates applied for
- Profile site usage against average usage to estimate potential issues on site
- Inspect tariffs and fixed charges for potential savings
- Analyse staffing levels and details of water usage other than domestic. A data catch sheet will be provided
- Verify the water company/retailer's charges
- Inspect the water company sewer records, consider solutions for natural drainage in readiness for site visit
- Compile report to submit for each site either individually or collectively with findings taken from above activities
- Quantifying of current water charges for clients wishing to consider a Self- Supply option
- Preparation of tenders for clients wishing to obtain quotations from water retailers
- Scrutiny of tender results, recommendations, and future on-going support.

Water Audit – Site Based

- Record meter/s usage, short and long term
- Identify meter/s for a pulsed outlet for data logger fit to enable automatic meter reading (AMR)
- Meter/s size and serial number check against water company annual charges
- Profile meter/s against historic reads from bills
- Identify annual cost savings for downsize of meter/s if site can cope with reduced maximum demand
- Consumption auditing and reporting with improvement recommendations
- Inspect all water outlets throughout the building
- Identify reduction of tap flows and recommend replacement of taps where necessary
- Best practice advice to kitchen staff, if applicable
- Identify if urinal cisterns are controlled
- Inspect WC's for dual flush and overflows
- Identify and inspect tanks for overflow and condition
- Identify and inspect water softeners, advice on installation
- Identify if the water supply after the meter feeds other properties
- Identify non-returns for waste allowances including evaporative loss
- Identify staff/operator or appliance inefficiencies
- Check site drainage plans and compare with water company charges for potential surface water drainage savings
- Offer advice on site containment of contamination potential

- Isolate valves and observe meter volume reaction
- Pinpoint specific problem areas
- Understand leakage history of the site
- Listen for leakage noise using sensitive ground microphones
- Quantify leak volume and calculate annual cost to set budgets for leak/find/fix work
- Offer advice on sub-metering to better understand consumption in specific areas of a site
- Advice on non-return to sewer allowances
- Identify and inspect fire main & hydrants
- Check fire water separation from water supply
- Test dry risers and record pressures
- Hydrants - check service and maintenance records and testing regime
- Highlight concerns during water audit and follow up in report
- Identify potential areas to install sub-meters and/or valves, to gain better control of water usage
- Identify potential for Grey Water / Rain Water Harvesting following up with feasibility study
- Check potential for installing a bore hole
- Check potential savings by moving from a standard waste rate to a trade effluent charge
- Inspect trade effluent charges and advise on reductions
- Advise on improving the TE sampling areas
- Advise on insulation to protect against frost or to prevent the transfer or loss of heat
- Advise on existing interceptors and their maintenance
- Advise on Disaster Management
- Take samples of potable or ground water and send for detailed laboratory analysis
- Offer advice on the importance of completing risk assessment to ensure the site is water quality compliant.