

Setting a policy and plan for water management will establish a formal commitment to water efficiency. This policy and plan will facilitate goal-setting, assign roles, and lead to action. Use the template below to create your policy and plan, adding and omitting items as necessary. You may also attach your own policy and plan or use a different template.

WATER MANAGEMENT POLICY & PLAN	
PART I: PROPERTY INFORMATION	
Basic information	
Property name	
Address	
Age	
Size	
Property or facilities manager	
Significant or anomalous water end uses	
Water Supply	
Source	
Metering	
Cooling Tower (if applicable)	
System description and water use	
Restrooms	
Total number of toilets and flow rate	
Total number of urinals and flow rate	
Total number of faucets and flow rate	
Kitchens	
Total number of faucets and flow rate	
Other uses (e.g., dishwashers, icemakers)	
Swimming Pool	
Size (gallons)	
Water filtration system description	
Heated? (Y/N)	
Landscaping	
Plant water requirements (note use of native vegetation)	
Irrigation system description	
Medical Water Systems	
System #1	
System #2	
Water Reuse System	
System description	

Drought Conditions	
Is the property in a drought-stricken area?	Yes No
Are mandatory water use restrictions in effect?	Yes No
If Yes, describe the restrictions.	

PART II: WATER MANAGEMENT POLICY	
Effective Date	
Approved By	
<p><i>Example:</i></p> <p><i>XYZ Company is committed to operating healthcare real estate in the most efficient manner possible—to reduce expenses, add value, and conserve natural resources. As such, all employees, from leadership to site-level staff, are committed to and actively participate in sound water management practices. Contractors must also abide by this policy.</i></p> <p><i>As much as possible, each building shall benchmark and track its water consumption, using all attainable utility data. Each building shall have a water management plan that includes measurable, achievable goals, with target dates for accomplishment of these goals. Facilities staff shall consider a combination of operational improvements and equipment retrofits in establishing goals, with consideration given to the costs and benefits of any action to be taken.</i></p> <p><i>Requests for additional resources or technology required to meet these goals shall be considered on a per-building basis and should be discussed with the Regional Manager responsible for the property, in consultation with the Water Management Team and Director of Operations.</i></p>	

PART III: WATER EFFICIENCY GOALS		
Goal #1		<i>Example: To reduce whole-building water use by 20% in 5 years.</i>
Goal #2		<i>Example: To reduce common-area water use by 5% in the next 12 months.</i>
Goal #3		<i>Example: To reduce water use in landscaping by 15% in the next 12 months.</i>
Goal #4		<i>Example: To obtain 3 quotes on the installation of a water reuse system by August 31.</i>
Goal #5		

PART IV: WATER MANAGEMENT TEAM

[Tip: Include people from throughout the organization—management, engineering, finance, IT, etc.]

Team member #1	Name:	
	Title:	
	Responsibilities:	
Team member #2	Name:	
	Title:	
	Responsibilities:	
Team member #3	Name:	
	Title:	
	Responsibilities:	
Team member #4	Name:	
	Title:	
	Responsibilities:	
Team member #5	Name:	
	Title:	
	Responsibilities:	
Team member #6	Name:	
	Title:	
	Responsibilities:	

PART V: ACTIONS ALREADY TAKEN	
Action #1	
Action #2	
Action #3	
Action #4	
Action #5	
Action #6	

PART VI: ACTION PLAN

[illegible]

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of policy