

# Commercial Audit

Leaks can be difficult to find...but they can also happen right in front of us if we don't know what to look for. Use this checklist to identify and fix leaks and problems as soon as possible. For more information on finding leaks, go to [epwater.org/customer\\_service/finding\\_leaks](http://epwater.org/customer_service/finding_leaks).



## 1 - WALK

### Walk the entire facility

- ☐ Identify all water using equipment onsite
- ☐ Walk around the inside perimeter of the facility



## 2 - LOOK & LISTEN

### Look and listen for any running water

- ☐ Identify any water that is running constantly
- ☐ Carry a flashlight and look in floor drains and utility closets
- ☐ Don't forget equipment that might be outside

### Look for constant flow or leaks

- ☐ Inspect all bathrooms for running toilets and faucets
- ☐ Check cooling tower drain for constant flow
- ☐ Inspect kitchens, ice machines, hot water heaters, RO units, etc.



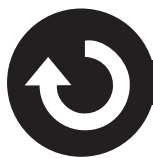
## 3 - INSPECT

### Inspect any constant water flow

- ☐ Inspect to determine if water can be turned off
- ☐ Inspect manual valves to verify they are closed
- ☐ Inspect electronic valves to verify correct operation

### Schedule repair if constant flow continues

- ☐ Look for service provider contact on the equipment
- ☐ Schedule repair with maintenance technician as soon as possible



## 4 - REPEAT

### Find, fix, and adjust as routine

- ☐ Watch for unusual flow during normal operation
- ☐ Inspect unusual flows as part of daily routine
- ☐ Train all staff to report any unusual or constant water flow

For assistance, call El Paso Water Conservation at (915) 594-5508 or visit [www.epwater.org/conservation](http://www.epwater.org/conservation) for more water saving tips.



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**WATER**