

Waterwise Checkmark for Offices

Application Form

What is the Waterwise Checkmark for Offices Scheme?

The Waterwise Checkmark for Offices scheme highlights that a particular building, or part of a building has put in place technologies, signage and engagement programmes to result in water efficient behaviours and reduced water waste within the office environment. An office owner or tenant can use the Checkmark to illustrate environmental credentials and as part of CSR reporting. Typically encouraging water efficiency will also result in cost savings of running the offices.

The Waterwise Checkmark for Offices is aimed at every office building everywhere. It is awarded to offices which are being managed well, that encourage water saving behaviours and have simple low/no cost measures installed to reduce water waste and encourage the efficient use of water.

Note, award of the Waterwise Checkmark for Offices does not imply that the building is (a) fit for habitation or work or (b) meets all legislation or standards for installation in homes or other buildings. The scheme is purely an acknowledgement of work that has been undertaken to help drive down water use in homes and businesses and is awarded at the discretion of the scheme's reviewers.

What is Waterwise?

Waterwise is an independent, influential, not-for-profit, non-governmental organisation focused on reducing water wastage in the UK and building an evidence base for water efficiency. Waterwise is the leading authority on water efficiency in the UK. We like to be at the front - driving and supporting innovative approaches on water efficiency policy, research and delivery. Our vision is that water will be used wisely every day, everywhere.



Office

This form must be read in conjunction with the Waterwise Checkmark for Offices Scheme Terms and Conditions.

1. Applicant details

Title	<input type="text"/>	Name	<input type="text"/>
Organisation	<input type="text"/>		
Company number	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Fax	<input type="text"/>	Website	<input type="text"/>

2. Details of the office

Name of office	<input type="text"/>		
Average Number of occupants	<input type="text"/>		
Address (if different to above)	<input type="text"/>		
Approximate age of building	<input type="text"/>	Date of last refurbishment (if known)	<input type="text"/>

Please provide a description of the facilities included within the office e.g. number of washrooms, kitchens, showering facilities, laundry etc.

3. Water efficiency status

How do you measure office water consumption?

If applicable, how much water is used per day/month/6month/year (which ever you can provide from billing / monitoring)?

Is the water use information regularly monitored?

Yes

No

If yes, can you attach any evidence of monitoring or tracking?

Do you have water saving products or technologies installed, to help ensure water is used wisely? E.g. toilets, taps, cistern displacement devices, dual flush toilets, leak alarms, smart meters / logging, water efficient showers.

4. Engagement

Is water-saving information provided to building occupants?

Yes

No

If yes, can you attach any evidence e.g. photos, copies of materials or posters?

Please outline the steps that are taken to engage with building users and encourage water efficient behaviours:

5. Performance

Has the office been designed to comply with any specific sustainability standard e.g. LEED, BREEAM etc.

How are problems with water using products reported and dealt with? (please tick all that apply)

Routine maintenance inspections

Building users are encouraged to report problems

Building users are encouraged to fix problems

We've not had any maintenance issues

Other (please state) _____

If available, please attach an example maintenance report and job record for a relevant issue raised.

6. Design

Are you willing to allow us to contact one or more building occupants (not the applicant or member of facilities team) to ask about water use within the office environment? Yes No

If yes, please provide the name, email and phone number of four office users. Please seek their permission for details to be included on this form as references.

Do you have any plans for further sustainability improvements to the office?

Yes

No

If yes, please specify

7. Declaration

I, as the representative of

acknowledge that:

I have read and accept the Waterwise Checkmark for Offices Scheme Terms and Conditions

The information used in this application may be used on the Waterwise website (other than personal details)

To the best of my knowledge, the information contained in this application is true

Signed: _____

Date: __/__/____

Print name: _____

Title: _____

8. Application fee and address

Payment should be made via bank transfer (details below) at the same time as submission of application. Please send confirmation of BACS payment by email to info@waterwise.org.uk. Once payment has been received, Waterwise will process the application. The cost of applying for a Waterwise Checkmark for Offices is:

2021: £1020 + VAT

2022: £1050 + VAT

The award will be valid for three years from the date of issue. After that date a new application will be needed.

Applications will not be processed without full payment of the application fee. Please note that Waterwise is a non-profit organisation. If you require an invoice please get in touch with us at info@waterwise.org.uk.

Alternatively you can pay directly by BACS quoting clearly CHECKMARK in the transfer information. Please also include a copy of the remittance with the application form if you take this option.

Bank details for BACS payment:

Bank: Royal Bank of Scotland

Account No: 10120398

Sort code: 16-15-31

Applications can be sent to info@waterwise.org.uk or by post to

Waterwise

344-354 Gray's Inn Road

London

WC1X 8BP