**Templates for criterion 4
Water**

*To facilitate your work, Green Key has made suggestions on texts and templates you can use as guidelines when formulating policies and routines for your environmental- and sustainability efforts. Please revise the text to make them relevant and compatible with your establishment. The policies and routines need to be documented and included in the environmental folder/binder.*

**Policies for Water**

**Procedures for investigating sudden changes in water consumption (criteria 4.1)**

[Name of establishment] cares for the environment and as part of our environmental work, we strive to constantly improve our environmental efforts and reducing our use of resources. This includes registering our monthly water consumption in a separate Excel-sheet. If there are sudden changes in the total water consumption, we have procedures in place for investigating and potentially correcting the sudden changes. The investigation and possible correction will take place immediately when the change is noticed. [Xxx] is responsible for the investigation.

**Controls and procedures for dripping taps and leaky toilets (criteria 4.4)**

The cleaning/housekeeping staff take note of dripping taps and leaky toilets when they are noticed during daily cleaning routines and report the problems and the room number to the janitor, who will repair the faulty taps/toilets.

***Alternative measure***

*The cleaning/housekeeping staff registers the dripping taps or leaky toilets in the establishment’s aberration system [XXX]. When the faulty taps/toilets have been repaired, the information is updated in the system.*

**Procedures for investigating sudden changes in water consumption from separate water metres (guideline criteria 4.11)**

[Name of establishment] cares for the environment and as part of our environmental work, we strive to constantly improve our environmental efforts and reducing our use of resources. At [name of establishment], we have therefore installed separate water metres in areas with high water consumption to better trace the water consumption from the different parts of the establishment. The separate metres have been installed in the kitchen, swimming pool and spa areas as well as in separate parts of the building(s) due to the size of our establishment.

We have implemented and installed the procedures of additional water metres to enable the creation of better target strategies in order to reduce the water consumption and thereby lowering the environmental footprint at [name of establishment]. The separate metres also ensure fast discovery of potential leaks and changes in the water consumption.

The monthly water consumption for each of the separate metres are collected and registered in a separate Excel-sheet. If there are sudden changes in the total water consumption, we have procedures in place for investigating and potentially correcting the sudden changes. The investigation and possible correction will take place immediately when the change is noticed. [Xxx] is responsible for the investigation.

**Wastewater reuse (guideline criteria 4.13)**

To further lower the environmental footprint of [name of establishment], the wastewater at our establishment is treated and later reused. The wastewater is treated at [name of establishment]’s own wastewater treatment plant that follows all applicable laws and regulations. The wastewater is used for irrigation purposes of the green areas of our establishment. [Name of establishment] ensures that the reuse of treated wastewater is done safely with no adverse effects to the guests, staff, local population and environment.

**Rainwater collection (guideline criteria 4.14)**

[Name of establishment] has also put in place a system for the collection of rainwater in order to reduce water consumption and thereby lowering our environmental footprint. The collected rainwater is used for toilets, irrigation of the green areas as well as for other suitable purposes. [Name of establishment] ensures that the collection and use of rainwater is done safely and with no adverse effects to guests, staff, local population or the environment.

**Procedures for the swimming pool(s) (guideline criteria 4.17 and 4.18)**

[Name of establishment] has one swimming pool on its premises. In order to reduce the environmental footprint and costs of the swimming pool, the pool is covered when not in use or during periods of low usage. The cover ensures that water evaporation is kept to its lowest.

To ensure optimal use of the swimming pool, the pool has a separate water metre that allows us to monitor the water consumption of the swimming pool. The metre is checked and the numbers are registered in a separate sheet on a daily basis in order to notice any aberrations as soon as possible. If deviations occur, [xxx] will investigate the issue and the problem is attended to without delay.