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| ***Instructions to complete the template for your Water Management Plan****All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*1. *Replace all* [blue text in brackets] *in the document with building specific information.*
2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.*
3. *Delete all grey italic text when you have filled all relevant sections with building specific information.*
4. *Complete the Checklist below to confirm your Water Management Plan meets the BEST Practice requirements.*
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| ***Checklist****The Water Management Plan must include:* [ ]  *Water Conservation Measures (WCMs) for the building (such as those provided in the Water Assessment, as available)*[ ]  *For each initiative, identify whether a particular WCM will be pursued, the associated budget, a timeline for completion, and the person responsible for its implementation*[ ]  *If a particular measure will not be considered for the building, indicate why this is the case*[ ]  *Completed Water Management Plan reviewed and updated in the last three (3) years from the date of current BOMA BEST verification. Implementation is preferable though not required to demonstrate BEST Practice compliance*[ ]  *In the case of Recertification, demonstrate which WCMs listed in the previous Water Management Plan have been implemented since certification.* |

**WATER MANAGEMENT PLAN**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Plan was created / most recent date it was reviewed]

# Introduction and Purpose

Water management is the continuous process of managing behavioural, organizational and technical change to improve the building’s water performance. The Water Management Plan identifies and documents building-specific measures to improve water efficiency and reduce demand.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Work with the relevant parties involved in the development of the Water Assessment Report to identify water conservation measures that are feasible to implement.
* Obtain necessary capital approvals to advance implementation of WCMs.
* Develop timeline for WCM implementation.
* Assign responsible parties who will oversee selected WCM implementation.

# Strategy

## Plan

[Outline the current water management processes in place at the building and people that are managing the associated water-using equipment and systems. Indicate the respective areas identified where improvements may be possible.]

## Water Management Priorities

[Briefly describe the priority water conservations measures identified at the building for implementation].

Refer to the attached **Appendix** that shows the WCMs identified, associated budget, estimated timeline for completion and responsible party.

*All water conservation actions must be evaluated for their technical feasibility and expected results (estimated water savings and pre-feasibility study) as well as financial feasibility (through an economic cost/benefit analysis such as simple payback or ROI). These actions mush be integrated into a timeline.*

## Targets and Goals

In order to support [Insert Building Name] Water Management Plan, [Insert Name of Organization] has set a water reduction target of [X%] by [Insert year], with a baseline year of [Insert year].

*Once you have identified the water conservation measures that you plan on implementing over the short term, consider the potential impact it may have on improving the building’s water performance. Water conservation measures should be based on a clearly identified performance target (using quantifiable performance indicators), identified through the Water Assessment or by operational staff.*

*Liaise with your building’s water management team and third-party consultant who assisted in the preparation of the recent Water Assessment and determine a realistic energy reduction target (using quantifiable performance indicators) for the building, as well as the timeline projected to reach the target.*

# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once every three (3) years.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert name and signature of person responsible for the Water Management Plan implementation]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Water Management Plan was completed]

Appendix: Water Conservation Measures and Financial Savings Estimate

*Insert into the table below a prioritized list of the retrofit, operation and maintenance water conservation measures (WCMs) identified in the most recent Water Assessment (BEST Practice 5). Estimate implementation timeframe and assign responsibility to each measure. Include dismissed measures and note reason for dismissal.*

*The column headings in the table below is an example of minimum requirements that show the plan for implementing the water conservation strategies identified. A more detailed table is strongly encouraged, especially one which allows for continuous water-use tracking, so feel free to develop one for your building as appropriate.*

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| --- | --- | --- | --- | --- | --- |
| **Potential Water Conservation Measure** | **Estimated Net Capital Cost ($)** | **Estimated Payback Period (Years)** | **Estimated Timeline for Completion** | **Responsible Party** | **Notes** |
| *Example: Replace existing toilets with 6LPF models* | *$137,700* | *9.0* | *By 2023* | [Insert Name] | [Add] |
| [Add for your building] | [Add] | [Add] | [Add] | [Add] | [Add] |
| [Add for your building] | [Add] | [Add] | [Add] | [Add] | [Add] |