

Building Water System Operating Manual for Multi-Family Buildings

[Environmental Protection Agency \(EPA\) WaterSense® New Home Specification \[1\]](#)

The EPA WaterSense New Home Specification states that:

For multi-family buildings, the builder shall provide to the building management an operating and maintenance manual for all water-using equipment and controls outside of individual dwellings or inside of individual dwellings that are maintained by building management.

5.3.1 Irrigation Systems – If an irrigation system is installed, the builder shall provide building management with a record drawing (e.g., schematic) of the system, an itemized list of irrigation components, copies of the irrigation schedules, and information about reprogramming the schedule after establishment of the landscape.

5.3.2 Pools/Spas - If pools and/or spas are present, the builder shall include detailed information regarding filtration equipment and the manufacturer's recommended maintenance schedule, as well information on monitoring pools/spas for leaks.

Building maintenance staff need general information about the unique water-using features of the building and information on the proper maintenance of its fixtures, settings, and equipment. WaterSense has developed the *Building Operating Manual Template for WaterSense Labeled Homes* to help builders integrate water efficiency information into a manual designed for maintenance staff. This template is included as part of the new homes marketing tools that builders can access when they sign a WaterSense partnership agreement with EPA.

The building operating manual should be designed for ease of use. Where possible, include the names of vendors where the maintenance staff can purchase replacement parts (e.g., replacement cartridges for pool filtration systems) or contractors to service systems. The manual should be designed for long-term use, since it may change hands as maintenance staff changes. The manual should still be useful many years after the building has been constructed.

5.3.1 Irrigation Systems - Providing the building maintenance staff with a schematic of the system is important for conducting system repairs, as well as any future activity that might require excavation. The itemized list will allow building maintenance staff and their irrigation contractors to replace parts as necessary to maintain the performance and efficiency of the system. One of the most important aspects of efficient irrigation is to educate the maintenance staff on the importance of changing the watering schedule as plants' water needs change.

These materials should be obtained from the certified irrigation professional and included in the Building Operating Manual.

5.3.2 Pools/Spas - Providing the building maintenance staff with information on the pool's filtration equipment and the manufacturer's recommended maintenance schedule is important for conducting system repairs and routine maintenance. Providing information on monitoring pool/spas for leaks is also important to ensure the system is working efficiently.

These materials should be obtained from the pool/spa contractor and included in the Building Operating Manual.

Application to Existing Homes

The measure described in this guide applies equally well to new and existing homes.

More Info.

Access to some references may require purchase from the publisher. While we continually update our database, links may have changed since posting. Please contact our [webmaster](#) if you find broken links.

References and Resources*

1. [WaterSense Labeled New Home Inspection Checklist](#)

Author(s): U.S. Environmental Protection Agency

Organization(s): EPA

Publication Date: July, 2014

Resource that provides a checklist of program criteria for water-efficient new homes under the U.S. Environmental Protection Agency's (EPA's) WaterSense program.

2. [WaterSense Labeled New Home Specification](#)

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*Publication dates are shown for formal documents. Dates are not shown for non-dated media. Access dates for referenced, non-dated media, such as web sites, are shown in the measure guide text.

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