

General Information:

Organization Name:

Site name:

Organization ID:

Site ID:

Date and Time:

Name of Auditor:

Number of Floors:



INSTRUCTIONS FOR WATER ACCESS SCAN: This section of the tool will assess the availability of water fountains, water coolers, hydration stations and other sources of free water. In order to capture all water sources, walk down each hallway of the school and visit the cafeteria and gymnasium. For each source, record as a new numbered source in the data collection table on the next page

- **Location in building:** Describe the floor number you found the water access point and the nearest room number.
- **Water Source Type:** Describe the type of water source: no water source, a water fountain, water cooler, large insulated container, water station, un-insulated pitcher or jug, individual bottled water, water filter, or other (describe).
- **Water Availability Status:** Check “yes” if water is available at this source (i.e. water comes out of the dispenser and is drinkable), “no” if no water is available. If you check “no,” describe why not (i.e. a jug is empty, dispenser is broken, water is turned off).
- **Water Accessibility:** Check whether the water source is accessible to employees, members, or the general public. Check all boxes of it is available to all.
- **Time to fill 9 oz cup:** Use a stopwatch to measure how long it takes to fill a 9 oz cup for each dispenser.
- **Temperature:** Use digital thermometer to measure temperature in degrees Fahrenheit (using the sample you poured to measure time to fill 9 oz cup).
- **Appearance:** Check whether the water source appears clean or dirty. Describe the appearance if dirty (i.e. rust, debris, mold, gum, trash).
- **Notes:** put any other general notes about the water source here.
- **Photo:** A photo should be taken of each water source. Label each photo by including a post-it note the lists the name of the school, the date and the number (from the data collection form) of the access point

Number of water sources per site could range from about 6-30 sources, with about 3-4 minutes per source. Total time per site: 20 minutes – 2 hours.

#	LOCATION IN BUILDING	Water Source Type	Is water available at this source?	Is water available to:	Time to fill 9 oz cup	Temperature of water (F)	Appearance of Water Source (note debris, rust, gum, mold etc)	Was a photo taken?	Were cups available at this water source?	Signage regarding drinking water at this source?	GENERAL NOTES
1	Floor number: _____	<input type="checkbox"/> A) Water fountain	<input type="checkbox"/> Yes	<input type="checkbox"/> Employees <input type="checkbox"/> Members <input type="checkbox"/> General <input type="checkbox"/> Public			<input type="checkbox"/> Clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No signage <input type="checkbox"/> Promotional signage <input type="checkbox"/> Signage discouraging drinking water Notes:	
		<input type="checkbox"/> B) Water cooler	<input type="checkbox"/> No				<input type="checkbox"/> Dirty				
	Nearest room number: _____	<input type="checkbox"/> C) Large insulated container (e.g. Cambro, Gatorade, Igloo)	If No, Why?				Type of dirty:				
		<input type="checkbox"/> D) Water station	<input type="checkbox"/> Empty				<input type="checkbox"/> Clogged				
	Location (e.g. cafeteria, gym): _____	<input type="checkbox"/> E) Un-insulated pitcher or jug	<input type="checkbox"/> Broken				<input type="checkbox"/> Moldy				
		<input type="checkbox"/> F) Individual bottled water	<input type="checkbox"/> Other:				<input type="checkbox"/> Rusty				
		<input type="checkbox"/> G) Water Filter					<input type="checkbox"/> Trash in basin				
		<input type="checkbox"/> H) Sink used for obtaining drinking water					<input type="checkbox"/> Stagnant water				
		<input type="checkbox"/> I) Other _____					<input type="checkbox"/> Other:				
2	Floor number: _____	<input type="checkbox"/> A) Water fountain	<input type="checkbox"/> Yes	<input type="checkbox"/> Employees <input type="checkbox"/> Members <input type="checkbox"/> General <input type="checkbox"/> Public			<input type="checkbox"/> Clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No signage <input type="checkbox"/> Promotional signage <input type="checkbox"/> Signage discouraging drinking water Notes:	
		<input type="checkbox"/> B) Water cooler	<input type="checkbox"/> No				<input type="checkbox"/> Dirty				
	Nearest room number: _____	<input type="checkbox"/> C) Large insulated container (e.g. Cambro, Gatorade, Igloo)	If No, Why?				Type of dirty:				
		<input type="checkbox"/> D) Water station	<input type="checkbox"/> Empty				<input type="checkbox"/> Clogged				
	Location (e.g. cafeteria, gym): _____	<input type="checkbox"/> E) Un-insulated pitcher or jug	<input type="checkbox"/> Broken				<input type="checkbox"/> Moldy				
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		<input type="checkbox"/> H) Sink used for obtaining drinking water					<input type="checkbox"/> Stagnant water				
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4	Floor number: _____	<input type="checkbox"/> A) Water fountain	<input type="checkbox"/> Yes	<input type="checkbox"/> Employees <input type="checkbox"/> Members <input type="checkbox"/> General <input type="checkbox"/> Public			<input type="checkbox"/> Clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No signage <input type="checkbox"/> Promotional signage <input type="checkbox"/> Signage discouraging drinking water Notes:	
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1 2	Floor number: _____	<input type="checkbox"/> A) Water fountain	<input type="checkbox"/> Yes	<input type="checkbox"/> Employees <input type="checkbox"/> Members <input type="checkbox"/> General <input type="checkbox"/> Public			<input type="checkbox"/> Clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No signage <input type="checkbox"/> Promotional signage <input type="checkbox"/> Signage discouraging drinking water Notes:	
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