

# AWWA Free Water Audit Software v5.0

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This spreadsheet-based water audit tool is designed to help quantify and track water losses associated with water distribution systems and identify areas for improved efficiency and cost recovery. It provides a "top-down" summary water audit format, and is not meant to take the place of a full-scale, comprehensive water audit format.

Auditors are strongly encouraged to refer to the most current edition of AWWA M36 Manual for Water Audits for detailed guidance on the water auditing process and targetting loss reduction levels

The spreadsheet contains several separate worksheets. Sheets can be accessed using the tabs towards the bottom of the screen, or by clicking the buttons below.

## Please begin by providing the following information

Name of Contact Person:

Email Address:

Telephone | Ext.:

Name of City / Utility:

City/Town/Municipality:

State / Province:

Country:

Year:  Financial Year

Start Date:  Enter MM/YYYY numeric format

End Date:  Enter MM/YYYY numeric format

Audit Preparation Date:

Volume Reporting Units:

PWSID / Other ID:

## The following guidance will help you complete the Audit

All audit data are entered on the [Reporting Worksheet](#)

- Value can be entered by user
- Value calculated based on input data
- These cells contain recommended default values

Use of Option (Radio) Buttons: Pcnt:   Value:

Select the default percentage by choosing the option button on the left

To enter a value, choose this button and enter a value in the cell to the right

The following worksheets are available by clicking the buttons below or selecting the tabs along the bottom of the page

<p><b><u>Instructions</u></b></p> <p>The current sheet. Enter contact information and basic audit details (year, units etc)</p>	<p><b><u>Reporting Worksheet</u></b></p> <p>Enter the required data on this worksheet to calculate the water balance and data grading</p>	<p><b><u>Comments</u></b></p> <p>Enter comments to explain how values were calculated or to document data sources</p>	<p><b><u>Performance Indicators</u></b></p> <p>Review the performance indicators to evaluate the results of the audit</p>	<p><b><u>Water Balance</u></b></p> <p>The values entered in the Reporting Worksheet are used to populate the Water Balance</p>	<p><b><u>Dashboard</u></b></p> <p>A graphical summary of the water balance and Non-Revenue Water components</p>
<p><b><u>Grading Matrix</u></b></p> <p>Presents the possible grading options for each input component of the audit</p>	<p><b><u>Service Connection Diagram</u></b></p> <p>Diagrams depicting possible customer service connection line configurations</p>	<p><b><u>Definitions</u></b></p> <p>Use this sheet to understand the terms used in the audit process</p>	<p><b><u>Loss Control Planning</u></b></p> <p>Use this sheet to interpret the results of the audit validity score and performance indicators</p>	<p><b><u>Example Audits</u></b></p> <p>Reporting Worksheet and Performance Indicators examples are shown for two validated audits</p>	<p><b><u>Acknowledgements</u></b></p> <p>Acknowledgements for the AWWA Free Water Audit Software v5.0</p>

If you have questions or comments regarding the software please contact us via email at: [wic@awwa.org](mailto:wic@awwa.org)