



SAVING WATER...

In the Business

GENERAL



- **Educate your employees** on the importance and practices of **water efficiency**, through posters and e-mail updates on water usage within the office.
- Ensure that you know where your supply pipes run and where shut-off valves are.
- Check your meters at night or when no water is being used, to monitor leakage.

- Make sure your **pipes are protected** against cold weather as leakage can increase after a burst due to frost.
- Use **water efficient appliances** in canteens or office kitchens.
- Determine **where your wasted water is going** and if or how you can recycle it in other areas of your business.
- Where possible, use a water butt to **harvest rainwater** for use in your business (watering gardens etc.).
- Assess equipment that uses water to make sure there is **no overfilling**.
- Set **water usage targets**, and report these to staff to try and **promote ownership** of the office's water usage.
- Install water efficient devices in bathrooms and canteens such as controlled or waterless urinals and automatic or spray taps.

WATER MANAGEMENT PLANS



- A water management plan (WMP) can be drafted for a **business, school or home**.
- A WMP will not only save water, it will also **save you money and energy**, and **reduce waste**.
- Plan **simple steps** to make your business more water efficient: appoint someone to take charge of plan, get staff involved, **be positive in your communication** of what the WMP is trying to achieve.
- **Review your costs and usage** by checking your bills.

- Undertake a **step by step analysis** of your water consumption and wastage: carry out a survey to find out how, where, when and why water is being used within the business, and compare this with actual usage to ascertain 'unaccounted for' water.
- Ask staff for suggestions on reducing water usage on a day-to-day basis, and look for '**quick win**' solutions to reduce usage early and give momentum to the WMP.
- Consider the equipment and methods that you can use to improve your business' water efficiency, and put your plan into action, complete with a **timeframe for each action**.
- Build in **regular reviews** and communication with staff of the key issues within the WMP.