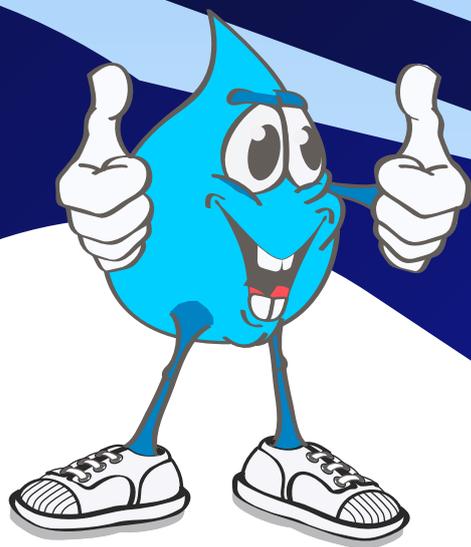


BE WATERWISE



General Water Saving Tips for Businesses/office parks

- 1) Install low flow and water-saving devices where possible
- 2) Report and fix leaks
- 3) Install software, technologies, and devices to help to save water
- 4) Engage and educate staff to save water and money
- 5) Develop and implement ways to save water by involving your staff or a 'water champion' to check meters and monitor water use. Become or appoint a water champion within your organization who creates, implements and maintains your water conservation program. Identify or nominate "a water champion" if not available. Consult with external experts where possible
- 6) Water saving education and awareness creation. Make sure that co-workers know that the company has prioritised water conservation. Writing water efficient policies into the employee handbook sends a message that water sustainability is an important concept to management and integral to the company's mission.
- 7) Send water saving tips to all staff now and then.
- 8) Sweep floor surface. Don't use water for cleaning tasks that can be done with other tools: sweep pavements and floors instead of pressure washing them.
- 9) Install rain water harvesting tank systems to catch the rain and use the harvested water in non-human consumption
- 10) Post a hotline in bathrooms and kitchens to report leaks or water waste to facility managers or maintenance personnel.
- 11) Create a suggestion and incentives system at your organisation to recognize water-saving ideas.
- 12) Include a water-saving tips in your employee newsletter. Find water saving tips at www.dws.gov.za
- 13) Implement a water management plan for your organisation with clear goals and savings to achieve, monitor and review the plans.
- 14) Educate employees on good water habits through newsletters and posters.
- 15) Publish your organisation's monthly water consumption to show progress toward water-saving goals.
- 16) Invite your water services/ municipality/ water boards and water conservation staff to your organization for the Water Day, Earth Day and other environmental events to help promote water savings.
- 17) Water audit your facility to find out your recommended water use, then monitor your water monthly bills to gauge your consumption.
- 18) Have maintenance personnel regularly check your building for leaks, drips and other water waste.
- 19) Create campaigns and take part to encourage employees to look for A-Leak and Get.
- 20) Determine how your on-site water is being used by installing sub-meters where feasible, then monitoring for water use and savings. For example metering your office block in a business complex
- 21) Conduct a facility water use inventory and identify water management goals.
- 22) Show your company's dedication to water conservation through developing a water policy statement. Commit management, staff and resources to the effort of water saving.
- 23) Create a goal of how much water your company can save and plan a celebration once that goal is met.
- 24) Shut off water to unused areas of your facility to eliminate waste from leaks or unmonitored use.
- 25) Contact your water services authority /municipality to see if rebates are available for purchasing water-efficient fixtures, equipment or for facility audits.
- 26) Become a proud water champion and let all your clients know.
- 27) Ask your company to support water conservation related events and trainings. Water Wise Projects hosts local events throughout the country.
- 28) Wash company vehicles at commercial car washers that recycle water.
- 29) Wash company vehicles as needed rather than on a schedule. Stretch out the time in between washes. Or let the dust collect if there's drought
- 30) Support projects that use reclaimed wastewater for irrigation and industrial uses.
- 31) When ice cubes are left-over from your drink, don't throw them out. Pour them on a plant.

WATER IS LIFE - SANITATION IS DIGNITY

South Africa is a water-scarce country, use water sparingly



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

