

# Saving Water Advice

In the Business.....



## General



- \* Educate employees on the importance and practices of water efficiency, through posters and email updates on water usage within the office.
  - \* Ensure you know where your supply pipes run and where shut off valves are.
  - \* Check meters at night, or when water isn't being used, to look for leaks.
  - \* Make sure pipes are protected against cold weather as frost and ice can cause bursts.
- \* Where possible, use a water butt to harvest rainwater for use outside the building (e.g. watering/washing outside areas).
  - \* Set water usage targets, and report these to staff to promote ownership of the office's water usage.
  - \* Install water efficient devices in bathrooms, kitchens and canteens, such as controlled or waterless urinals and automatic, push or spray taps.

## Water Management Plans

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



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