

GUIDELINE # 4: CONSERVING WATER IN OFFICES

How to Conserve Water in Work Areas and Kitchen/Canteen areas

- Wash utensils in two sinks rather than directly under the tap. Fill one for soaking and the other for rinsing. If only one sink then use a plastic basin for soaking
- Close all taps tightly and do not leave taps dripping

How to Conserve Water in Bathrooms

- Do not keep tap running while washing
- Put brick or bottle filled with water in flush tank (displacing water in this manner leaves less water in tank to flush)
- Use full flush tank only when really necessary
- Keep floors wiped dry so water leaks can be more easily detected

How to Conserve Water in Garden/Yard/Outdoor Spaces

- Use watering can or spray and do not use hose pipe
- Water garden in morning or evening and not when it is too hot or windy
- Water plants at roots and do not over water plants
- Check for leaks in pipe, hose and taps and do not use pipe or hose with leakage
- Clean concrete area and driveway with wet mops or brushes and do not wash these areas with hose pipe or water thrown from buckets

Harvesting Water from the Atmosphere

- Harvest water from the atmosphere through the cooling action of air conditioners
- Do not let this water fall on concrete floors or yards and evaporate back into the atmosphere
- Harvest this water by putting one end of a plastic pipe in the air conditioner's discharge vent and the other in a jerry can or bucket and use this water for household purposes or in the garden

Maintenance and Repair

- Replace old rusting water and sewerage pipes (connecting the street lines with your house) with PE pipes
- When building a new house or building use PE pipes
- Install P-trap for sanitation and replace or repair if they have been there for more than 10 years

Office Water Conservation and Management System

- Appoint one or more person in office (in administration department and/or other departments) to take on water conservation responsibilities
- Make these responsibilities part of department goals, individual goals, written job descriptions
- Make the necessary equipment and supplies available and replenished
- Institute daily checking of all bathrooms, kitchens, canteens, work areas and outdoor spaces to ensure that all taps are closed tight and there is no leakage or spillage
- Ensure regular maintenance and repair of all water infrastructure
- Institute periodic water audits
- Arrange for reuse of water harvested from the atmosphere within the office
- Make water conservation a priority under Corporate Social Responsibility
- Send household water guidelines home with all employees

For further details please visit

Web Site: www.hisaar.org