

# Hisaar Foundation Water Conservation Guidelines

Voluntary Public Awareness Campaign

## Water Conservation at Offices

### OFFICE WATER CONSERVATION & MANAGEMENT SYSTEM

1. **Appoint** one or more person in office (e.g. administration department) to take on water conservation responsibilities and ensure them
2. **Make** these responsibilities part of department goals, individual goals, written job descriptions
3. **Institute** daily end of the day checking, of all water fixtures to ensure they are closed tight and there is no leakage
4. **Ensure** regular maintenance and repair of all water infrastructure
5. **Institute** periodic water audits
6. Arrange for reuse of water such as using rainwater harvesting system for larger buildings
7. **Make** water conservation a priority under Corporate Social Responsibility
8. **Send** Household Water Guidelines home with all employees

### CONSERVING WATER IN WORK AREAS & KITCHEN & BATHROOM AREAS

1. Do not keep tap running while washing
2. Soak and wash utensils using two sinks rather than directly under the tap
3. Install low-flow toilets or faucets and aerators
4. Keep floors wiped dry so water leaks can be more easily detected



### CONSERVING WATER IN GARDEN/YARD/OUTDOOR SPACES

1. Use watering can or spray rather than a hose pipe
2. Clean concrete area and driveway with wet mops or brushes rather than a hose pipe or water buckets
3. Harvest water from the atmosphere through the cooling action of air conditioners, by attaching a plastic pipe in the air conditioner's discharge vent and collecting water in a bucket. Use this water for cleaning purposes or in garden



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