

General guidelines

- **Measure your water consumption** - collect monthly consumption data, so you can monitor consumption changes.
- Create and **implement a water management plan** for reducing consumption in your building.
- **Educate employees** on good water using habits, share water-saving ideas.
- Regularly **check your facilities for leaks**, drips and other water waste.
- **Water-saving equipments**, like tap aerators and efficient shower heads are a must.
- Establish **water-saving guidelines for using kitchen equipment**:
 - Do not wash dishes in running water.
 - Boil only as much water for tea/coffee as really needed.
- **Promote the drinking of tap water** instead of bottled water among employees.
- Make sure that the **amount of cleaning in the building is optimal** and done with green cleaning products.

WATER USE IN THE OFFICE

A typical office uses around 50 litres of water for every full-time employee each day. Although we tend to forget, water usage is also an energy issue: the tap water you drink had to be cleaned for consumption and the warm water had to be heated. Not to mention the energy used for pumping the water, repairing damages, and maintaining the sewer system.

With regular maintenance and a few smaller behavioural changes we can reduce our water consumption and still have the same level of comfort.

1. **Regularly measure your water consumption** - collect monthly consumption data, so you can monitor consumption changes.
2. Create and implement a **water management plan** for reducing consumption.
3. **Educate employees** on good water using habits, share water-saving ideas.
4. Create an incentive system for your colleagues to **collect new saving ideas**.
5. Publish your monthly water consumption to **show progress towards saving goals**.
6. **Regularly check your facilities for leaks**, drips and other water waste. Ask your colleagues to report leaks in bathrooms and kitchens to maintenance.
7. **Water-saving equipment**, like tap aerators, efficient shower heads are a must.
8. **Watch out for leaky toilets**. Use the dual flush buttons according to the flush level you need.
9. When you take a shower (e.g. after coming to work by bike), **do not run the water for more than 5 minutes**.
10. **Use eco-friendly bathroom products**.
11. **Establish water-saving guidelines for using kitchen equipment**: e.g. scrape dishes rather than rinsing them before washing; do not wash dishes in running water, use the dishwasher only when it is full, boil only as much water for tea/coffee as really needed, etc.
12. **Promote the drinking of tap water** instead of bottled water among employees.
13. When ice cubes are left over from your drink, don't throw them out, pour them on a plant instead.





14. Make sure that the amount of cleaning in the building is optimal and done with green cleaning products.
15. Wash company vehicles as needed rather than on a schedule.

16. Be sure your irrigation system is watering only the areas intended, and the water is not wasted on walks, streets, etc.

TOP TIPS FOR CHAMPIONS

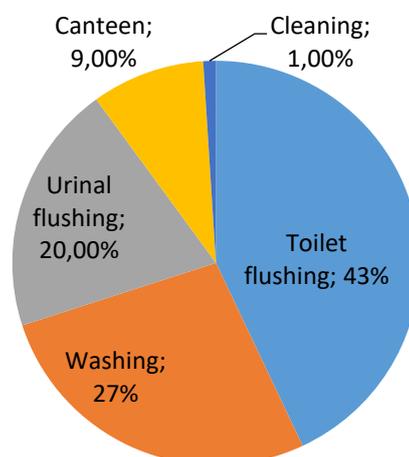
Use (air thickened) foam soap instead of traditional or lotion soap! Less water is required for rinsing, also less energy is needed to heat the water.

YOU CAN ALSO....

...look into the matter of what kind of equipment the office should use for heating water for your hot drinks. An electric kettle, a hot water dispenser or a microwave is more energy efficient? It is good to know for example, that the energy costs of heating water in an electric kettle are roughly half of the energy costs of doing the same in a microwave. If hot drinks are popular among colleagues, they can add up, so it is definitely worth doing some research.

DID YOU KNOW?

In an office-based environment water will more than likely be used the following ways, see diagram:



FURTHER READING AND IDEAS

European Green Office Handbook,
<http://www.wikihow.com/Save-Energy-in-the-Office>

SOURCES

Antal, O., Vadovics E. (2005) Zöld iroda kézikönyv. [Green Office Handbook]. KÖVET-INEM Hungária, HU; <http://www3.epa.gov>, <http://www.home-water-works.org>, <http://wateruseitwisely.com>

PICTURES

<https://wolhawaii.com>, <http://procleanusa.org>