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www.brightgreenbusiness.org.uk.

Introduction

Managing your organisations water usage not only entails monitoring and measuring but also looking at water saving measures to minimise your water usage and reduce your costs. After establishing a baseline and knowing how much water is currently being used on average weekly, you can now begin looking at reducing your waste usage and setting targets for reductions.

Hundreds of litres of water are used per day across Scotland by individuals. By measuring, monitoring and establishing how much of this is used daily in an organisation it is possible to look at reducing usage.

How to reduce water consumption in the workplace

Water usage can be reduced by following simple steps around your workplace:

- Check for leaks by taking overnight readings occasionally when no water should be being used
 - During the leak test, no consumption should have registered on the water meter and so there should be no difference in the meter readings at the start and the end of the leak test
- Fixing a dripping tap – can waste 5,500 litres of water a year
- Think about designating a member of staff or a team to champion water efficiency and promote the changes made.
- Establish a clear, accessible system for staff to report water related maintenance issues, such as leaks or push taps being stuck on
- Reducing water pressure
- Fixing toilet overflows



Water Saving Measures

- **Minimisation** – Toilets, Taps, Urinals
- **Recycling** –Industrial Applications, Cleaning, Rainwater Harvesting

Example for toilet cisterns: A company has 100 staff, assume all staff go to toilet 3 times per day, work 229 days per annum in a typical Mon-Fri office environment. In an old style toilet, a single flush uses 13 litres of water, how much water would the company be using for its 100 staff? This is 3900 litres of water per DAY.

Low Flush Toilets/Urinals

- New toilets now have two options for flushing with a lower flush using only 6 litres of water which is half of the original.
- Reduce flush time on urinals/consider low flush or waterless system/consider timer system: a urinal flushing every 5 minutes will use around 950,000 litres of water per year, costing around £1,900.

Dual flush toilets

Purchase two button flush toilets with two different levels of flush – use up to 67% less water than conventional toilets.



Rainwater Harvesting

Rainwater harvesting is the accumulation and deposition of rainwater for reuse. This allows companies to reuse and recycle rainwater into bathrooms and kitchens.

Fitting spray head taps

- Install spray inserts to taps to reduce water use by up to 67% - *ca.* £1.70/person/per year savings (spray inserts £4-£5 per pair)

Hippo the Water Saver

- Water saving device to help conserve water in workplace toilet cisterns
- Every time a toilet is flushed the Hippo saves approximately 3 litres of water
- Purchasing toilets with a low flush.



Faucet aerators

- Break water flow into fine droplets to use less water – also reduce splashing.

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