



Energy Saving Tips



your homepage
your email address

TIP OF THE WEEK

WATER USE

Water Use

- **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 equipment** are a must: perlaters, aerators, efficient shower heads.
- 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.





Energy Saving Tips



your homepage
your email address

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 are a must**: perlaters, aerators, efficient shower heads.
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. If you have them, **put decorative fountains on timers** and use only during work hours.
17. Be sure your **irrigation system is watering only the areas intended**, and the water is not wasted on walks, streets, etc.





SAVE
@WORK



Energy Saving Tips



your homepage
your email address

Top tips for champions

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

"Presuming people wash their hands 3 times a day at work, an office of 100 people currently using lotion soap would save approximately 20,000 litres of water per year by changing to foam soap."



You can also

...look into the matter of what kind of an equipment the office should use for heating water for your hot drinks.

The debate is on: an electric kettle, a hot water dispenser or a microwave is more energy efficient? To find the answer you have to consider the different machines' consumption, the method they heat water and the number of employees in the office. The differences in possible savings might not be big, but if hot drinks are popular among colleagues, they can add up, so it is definitely worth doing some research.

Did you know?

A dripping tap can waste 800 litres of water in a month and a leaking toilet can waste up to 400 litres of water each day!

Energy costs of heating water in an electric kettle are roughly half of the energy costs of doing the same in a microwave.

Further reading and ideas:

See more information on saving water also in the Green Clicks Tool.

Source(s): Antal, O., Vadovics E. (2005) Zöld iroda kézikönyv. [Green Office Handbook]. KÖVET-INEM Hungária, HU

http://www3.epa.gov/watersense/commercial/docs/factsheets/offices_fact_sheet_508.pdf

<http://www.home-water-works.org/water-conservation-tips/work>

<http://wateruseitwisely.com/tips/category/office>

