GENERAL SUGGESTIONS

Ask your local water agency about rebates or financial incentives to offset costs of water use efficiency measures.

Increase employee awareness of water use efficiency.

Conduct contests for employees (posters, slogans, or efficiency ideas).

Seek employee suggestions for water use efficiency; put suggestion boxes in prominent areas.

Put signs in all restrooms encouraging water use efficiency.

When cleaning with water is necessary, use budgeted amounts.

Install sub-meters and read water meters weekly or monthly to monitor success of water conservation efforts and to help detect leaks.

Assign an employee to monitor water use and waste. Create an easy way for employees to report leaks.

Determine the quantity and purpose of water being used.

Conduct on-site water use survey.

BUILDING MAINTENANCE

Check water supply system for leaks, and turn off any unnecessary flows.

Repair dripping faucets and showers and running or leaking toilets.

Install ultra-low-flush toilets.

Install flow reducers and faucet aerators in plumbing fixtures where possible. As fixtures wear out, replace them with water-efficient models.

Shut off the water supply to equipment rooms not in use. Don't pump water in the Discontinue water circulation pumping in unoccupied areas.

Keep hot water pipes insulated.

Avoid excessive boiler and air conditioner blow down. Monitor total dissolved solids levels and blow down only when needed.

Install flow reducers and faucet aerators in plumbing fixtures where possible.

Avoid excessive filter or softener back-flush. Back-flush only when needed.

Create a way for employees and customers to report leaks.

OPERATIONS

Recycle water consistent with state and county requirements.

Reprogram machines to eliminate a rinse or suds cycle, if possible, and if not restricted by health regulations.

Reduce water levels to minimize required water per load.

Evaluate wash formula and machine cycles for water-use efficiency.

Wash full loads only.

EXTERIOR

Don't use water to clean sidewalks, driveways, loading docks, and parking lots. Consider using mobile sweepers.

Wash autos, buses, and trucks less often.

Avoid fertilizing and pruning that would stimulate excessive growth.

Remove weeds and unhealthy plants so remaining plants can benefit from the water saved.

Adopt an irrigation schedule. In many cases, older, established plants require only infrequent irrigation.

Limit landscaping additions and alterations. Design landscapes that require less water.

Install soil moisture overrides or timers on sprinkler systems.

Time watering for early morning or evening when evaporation is lowest.

Make sure irrigation equipment applies water uniformly.
Mulch around plants to reduce evaporation and discourage weeds.

Remove thatch and aerate turf to encourage movement of water to the root zone.

Water only when needed, and not on rainy days.

Make sure sprinklers cover just the lawn or garden, not sidewalks, driveways, or gutters.

Do not water on windy days.

Water in winter only during prolonged hot and dry periods (during spring and fall, most plants need about half the amount of water they need during the summer).

Water landscape only when needed: two to three times a week for turf and less frequently for shrubs and trees.

FOR FURTHER INFORMATION

And to request this brochure in an alternate format, contact:
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