

1 WHERE DO YOU USE WATER?



Understanding current water use and consumption is essential before planning how best to reduce it.

Three main areas where water is consumed:

- Shower facilities.
- Washrooms & WCs.
- Domestic water services – tea points, kitchens, vending machines, etc.

As a Landlord we encourage occupiers by offering advice and incorporating requirements to improve efficiencies via both

the lease and licence to alter process.

Get in touch with your building manager to provide you with building water usage data where available to review consumption and discuss opportunities to improve.

Top tip: Check if you have installed your own water sub meters. If meters are not fitted, speak with the building manager who will advise on available installation options.

3 ENGAGE YOUR COLLEAGUES TO BE WATER WISE



Encouraging your colleagues to adopt good practice behaviours can also help to reduce water use:

- Ensure taps are not left running unnecessarily to avoid wasting water.
- Ensure dishwashers and washing machines are full before operating and use Eco setting or a lower temperature where possible.
- Don't overfill the kettle.

Benefits
Improved water efficiency can help us to protect future water supplies and reduce your carbon footprint!

Top tip: Report any leaks or continuously running water to building office/facilities manager or if it's a landlord area – your building manager.

MAKE YOUR OFFICE WATER EFFICIENT

As part of our Net Zero Carbon commitment, we are improving our building water use to maximise efficiency and minimise consumption. As water use in the buildings is directly related to our occupiers, we are committed to support you, and provide you with advice to improve the efficiency of your systems. This guide will kick start your journey on water efficiency and help to reduce overall building water usage.

Here are useful links for further guidance

Waterwise,
[How to save water](#)
Better Building Partnership,
[Water management](#)

2 OPPORTUNITIES FOR IMPROVEMENT



Showers

- Ensure showers are fitted with flow restrictors to limit flow rate to no more than 9 litres/min. We've found this is a good balance between occupier-experience and water efficiency – you can of course reduce the flow rate further!
- Install low-cost shower timers to encourage shorter showers.



Taps & WCs

- Fit aeration devices to all taps.
- Ensure toilet cisterns are not leaking and if possible, put in place flush volume restriction devices.
- Check for failed washers and dripping taps and where necessary inform your office/facilities manager or if it's a landlord area – your building manager.

Doing an office fit-out?


Good idea: Ensure that any fit-out proposals fully consider water usage minimisation as part of the design process and include leak detection systems.

Investigate the installation of flow control units (e.g. solenoid valves) connected to lighting system or presence detection to restrict or enable water flow.

Adopt water flow rate recommendations:

 **WCs**
4/2.6 Dual Flush

 **Showers**
9 l/min

 **Wash hand basins**
2 l/min

 **Kitchen Tap**
4.5 l/min

 **Dishwasher**
6 L/cycle