

Every Drop Counts

# Smart Water Use

[www.nysefc.org/smartwateruse](http://www.nysefc.org/smartwateruse)



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## Tips for Schools and Colleges

**Please note that these suggested measures are not intended to supersede more stringent federal, state, Tribal, or local health and safety regulations.**

### General

- Assign an employee to monitor water use and waste.
- Seek employee suggestions on water conservation; locate suggestion boxes in prominent areas.
- Determine other methods of water conservation.
- Determine the quantity and purpose of water being used.
- Increase employee, faculty, and student awareness of water conservation.
- Install signs in all restrooms encouraging water conservation.
- Read water meter weekly to monitor success of water conservation efforts.
- Conduct contests for employees and students (e.g., posters, slogans, or conservation ideas).
- When cleaning with water is necessary, use budgeted amounts.

### Maintenance

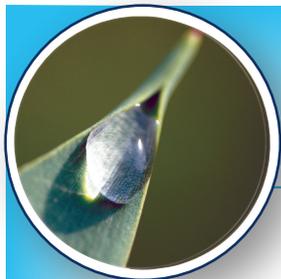
- As appliances or fixtures wear out, replace them with water-saving models.
- Avoid excessive boiler and air conditioner blow down. Monitor total dissolved solids levels and blow down only when needed.
- Change window cleaning schedule from periodic to an on-call/as required basis.
- Check water supply system for leaks.
- Install flow reducers and faucet aerators in all plumbing fixtures whenever possible.
- Keep hot water pipes insulated.
- Minimize the water used in cooling equipment, such as air compressors, in accordance with the manufacturer recommendations.
- Reduce the load on air conditioning units by shutting air conditioning off when and where it is not needed.
- Reduce the water used in toilet flushing by either adjusting the vacuum flush mechanism or installing toilet tank displacement devices (dams, bottles, or bags).
- Repair dripping faucets, showers and continuously running or leaking toilets.
- Shut off water supply to equipment rooms not in use.
- Turn off any unnecessary flows.

*continued*

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## Kitchen and Laundry Areas

- Turn off the continuous flow used to clean the drain trays of the coffee/milk/soda beverage island; clean the trays only as needed.
- Turn dishwasher off when not in use. Wash full loads only.
- Replace spray heads to reduce water flow.
- Recycle rinse water from the dishwasher or recirculate it to the garbage disposal.
- Do not use running water to melt ice or frozen foods. If necessary, use a basin of water.
- Use water-conserving ice makers.
- Presoak utensils and dishes in a basin of water instead using running water.
- Wash vegetables in a basin of water of water instead of using running water.
- Use water from steam tables in place of fresh water to wash down the cooking area.
- Reprogram machines to eliminate a rinse or suds cycle, if possible, and if not restricted by health regulations.
- Only wash full loads of clothes.
- Evaluate wash formula and machine cycles for water use efficiency.

## Outdoor Maintenance (including landscaping, pools and spas, turf management, and other outdoor water management issues)

- See the Tips for Outdoor Maintenance page for more information.