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## **Tips for Conservation and Recycling for Your Business**

The City of Melbourne continues to stress the importance of using resources wisely. There is much that can be done to conserve our essential resources. Some companies hold environmental fairs for their employees. Many local organizations are more than willing to participate in these outreach events. Following are many more ideas your company can use to promote and practice environmental stewardship.

### **Tips for a water conservation program for businesses:**

#### ***1. Make a commitment to water conservation***

Prior experiences have revealed that for any program to be successful, the desire to conserve water must be present from the highest level of management on down. Upper management should understand that water conservation is necessary and be fully committed to its support.

#### ***2. Appoint a conservation champion***

Companies that assign responsibility to an individual have better results than those that do not. Give someone within your organization responsibility for creating and implementing and maintaining your water conservation program.

#### ***3. Determine how and where you use water***

Know how much water is being used for each of your organization's industrial processes and/or domestic needs. To assist you in determining how your on-site water is being used, you may want to install sub-meters.

#### ***4. Learn about conserving water in the business environment***

Learn from businesses that have already established a water conservation plan. However, it is up to you to apply these suggestions to your particular situation in arriving at ways to reduce your water consumption.

#### ***5. Check your system for leaks***

Leaks can be detected by having a periodic shutdown of all water-using facilities and reading the water meter at intervals of the shutdown. If the dial or numbers on the meter move, then you have a leak somewhere on your facility. If a leak is located, repair it as soon as possible.

## **6. *Set a conservation goal***

It is important to have realistic goals, but goals high enough to require substantial effort. Allow these goals to serve as progress reference points. They will illustrate the effectiveness of your water conservation program.

## **7. *Involve your employees***

Teach water awareness. Many companies have posted signs throughout their facilities, which help to create an awareness of water conservation among the employees. Creating competition among employees (for instance, establishing which work shift can use the least amount of water) is another idea. Once employees start thinking about their water use, water consumption usually decreases.

## **8. *Install low flow devices***

Use toilet tank displacement devices or install high efficiency toilets and urinals. If you already have these types of toilets, make sure they are adjusted to use the minimum amount of water required per flush. All showering facilities should be equipped with low-flow showerheads. Showerheads with on-off valves provide the opportunity to conserve more water than those without. Similar measures should be taken for all faucet fixtures.

## **9. *Be aware of water efficient equipment***

As you replace the equipment in your plant, be aware of how much water the new equipment will use. Equipment manufacturers are becoming more aware of the need for water conservation and are designing pieces of equipment that require less water. Examine all of the possibilities. You may find that you have a choice in your purchases of equipment and water conservation could well be a determining factor in the selection process.

## **10. *Monitor your results***

Follow your water consumption history and get an immediate idea as to how well you are doing compared to last year during the same month's billing period. Use charts, graphs, and other records to keep track of your conservation progress.

## **Tips for Establishing a Recycling Program for Businesses**

Recycling is becoming increasingly important as the whole world is becoming more aware of environmental issues. More offices and businesses are "going green," finding ways to embrace the environment by recycling. The following steps will help you encourage your co-workers and bosses to recycle at work.

### **1. *Make it simple to recycle.***

This includes contacting our local sanitation company, Waste Management, to acquire recycling carts and/or dumpsters. Waste Management uses a single-stream recycling system so there is no need to separate recycling. Set up carts or bins in areas of the office that are readily accessible and logical. For instance, a cart should go in the kitchen area and others near the copiers or printers.

## **2. *Set up a shredder in the mail or copier area***

Employees can use the shredder for their unwanted papers. Then have the shipping department use the shredded papers as packing material. If using shredded paper as packing material, make sure not to use any paper that is of a sensitive or personal nature, such as finances or personnel records. These items should be destroyed separately.

## **3. *Invite speakers***

Check with the City of Melbourne's ECO Division to invite one of their staff members or a representative from Waste Management to talk to your organization. Not only will you get invaluable tips for recycling, but these people will help motivate your employees or co-workers to help the environment. Once people get the mindset of how easy recycling is, they will be more willing to do it.

## **4. *Create a contest***

Develop a contest between departments to see who can recycle the most. For example, have personnel from each department choose something their department needs, then agree that they can receive the item (within reason) for their department if they win your contest. Or have all departments bring in items that are highly recyclable that an office supply organization pays for (such as printer cartridges or cell phones); then have an office party with the money raised by this recycling drive.

## **5. *Purchase environmentally-friendly products***

Ask management to purchase environmentally-friendly light bulbs, plumbing fixtures such as low-flow toilets, and recycled products such as paper and printer cartridges to encourage people to see and practice recycling both as consumers and producers.

## **6. *Posters***

Make colorful posters showing all the items that are recyclable, including paper, toner cartridges, aluminum cans, soda bottles, cardboard and even computer hardware, to help people remember to stop and think before just throwing something away

## **7. *Bonus Points***

The more you encourage recycling at work, the more likely people will be to take the going green practice home with them and get their families involved as well.