

**Communication:**

- Signs were posted throughout the building (including restrooms and shower areas) to remind employees, vendors and visitors to employ aggressive conservation methods at work AND at home.
- Memorandum to all vendors concerning water problems.
- Placed posters and other messages in residence halls.
- Sent campus wide e-mail to faculty, staff and students.
- Require each division/major operational section to establish a person responsible to monitor, collect and report water usage on a weekly basis.
- An internal committee of dedicated employees continues searching for cost-effective methods to reduce the long-range water use of the department.
- Notified entire division of mandatory water restrictions implemented by the Governor and suspended all non-essential use of water at every location.
- Published article on water situation in employee newspaper.
- Distributed handouts to students and residents.
- Requested all student family housing residents to put plastic bottles in their toilets.
- Requested all student family housing residents to discontinue outdoor water use.
- Distributed handouts to all students checking into residence halls.
- Postings of Conservation Tips at Residence Halls during Move-In.
- Publication of Conservation Tips in student newspaper and newsletter.
- Distribution of Conservation Tips to all campus building liaisons.
- Water conservation guidelines were distributed to all plant sellers.
- Posted Governor's Waste Restriction notice in all applicable areas of the facility.
- Have had training on water conservation with all shops and divisions.
- Working with construction contractors on usage and the best ways to conserve water.