

- Make sure all cleaning equipment is properly maintained & the filters are clean.
- Introduce solar energy as a renewable option for heating water & lighting.
- Replace old light bulbs with energy saving CFLs or LEDs.
- Don't use electric lights if there's enough natural lighting. Maximise your use of natural light by opening curtains, working near a window, or meeting outside.
- If you are able to afford it, use solar energy as a renewable option for heating water & lighting.

Transportation

- Your style of driving affects your carbon footprint. Drive smoothly & avoid speeding & sudden braking.
- Poorly inflated tyres & a badly tuned engine increase consumption & emissions.
- Sitting in traffic guzzles fuel. Try to plan trips to avoid traffic congestion. Switch your engine off when waiting in traffic for long periods.
- Plan outings to include several different purposes in one trip.
- Set up a shared lift scheme for work & school.
- For short distances, walk or ride; & use public transport whenever possible.
- If possible, work from home for one or two days per week & use tele-conferencing instead of meetings.
- When replacing your car, purchase a vehicle that has low-emissions & low fuel consumption.

Water

- Plant water-wise plants and vegetables to reduce water-usage.
- Install water-efficient showerheads, taps, toilets, dishwashers & washing machines.

- Recycle “grey water”, ie water for bathing, showering, laundry, to water the garden or wash floors.
- Turn off the tap while cleaning your teeth.
- Shower instead of bathing to use less water & electricity, especially with water-efficient showerheads.
- Fix leaking taps & pipes.
- Use a bucket to wash the car.
- Place a 2 litre plastic bottle filled with water in the toilet cistern to save water with every flush.
- Install a sealed tank (Jo-Jo) to harvest rainwater from the gutters of your house.

Food

- Eat food that is grown or produced locally as transportation increases emissions. Local food is also often cheaper.
- Try to eat organically grown food to avoid fertilizers & pesticides which are often fossil fuel-based and may threaten essential insects such as bees.
- Grow your own vegetables and fruit where possible.
- Cut back on red meats & dairy products as cattle & sheep produce methane, a greenhouse gas that contributes to climate change. Poultry production emits less gas.
- Two or three vegetarian meals a week reduces your carbon footprint & can improve your health.
- Avoid buying over-packaged foods & fresh foods that are out of season.
- Avoid products with palm oil as this industry is responsible for massive deforestation.
- Don't buy bottled water; use tap water. Our water quality is good in South Africa.
- Don't waste food. A quarter of all prepared food is discarded, emitting methane in rubbish dumps.