

# SUSTAINABILITY CHECKLIST

**for schools**

Please visit our [Sustainable schools page](#) for information on how to make your school more environmentally sustainable

WASTE	Action	Yes	No
	Ensure centre has co-mingled recycling, apply for extra recycling bins – <a href="#">see commercial services form</a>	<input type="checkbox"/>	<input type="checkbox"/>
	Source green waste bin service for garden and food waste – <a href="#">see commercial services form</a>	<input type="checkbox"/>	<input type="checkbox"/>
	Set up green trays in the craft area for children to use one-sided paper as scrap paper	<input type="checkbox"/>	<input type="checkbox"/>
	Set up a <a href="#">compost</a> bin for food waste	<input type="checkbox"/>	<input type="checkbox"/>
	Promote waste-free lunch days – <a href="#">see low waste lunch checklist</a>	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase sustainable items like recycled paper towels and toilet paper	<input type="checkbox"/>	<input type="checkbox"/>
	Sign up to electronic subscriptions to reduce mail	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct a waste audit, using our <a href="#">how to do a waste audit</a> sheet	<input type="checkbox"/>	<input type="checkbox"/>
	Recycle mobile phones, CDs and DVDs, smoke alarms, light globes and household batteries at Council's admin building and various <a href="#">Libraries</a>	<input type="checkbox"/>	<input type="checkbox"/>
	Participate in free <a href="#">NSW EPA Chemical Clean Out</a> days across the region	<input type="checkbox"/>	<input type="checkbox"/>
	Collect items such as toothpaste tubes and bread tags through <a href="#">TerraCycle</a> and receive funding for your school	<input type="checkbox"/>	<input type="checkbox"/>
	Take an excursion to the <a href="#">Organic Resource Recovery facility</a> at Awaba to learn more about the composting process and waste management	<input type="checkbox"/>	<input type="checkbox"/>
	Contact <a href="#">Hunter Resource Recovery</a> on 1800 838 884 for recycling information and school presentations	<input type="checkbox"/>	<input type="checkbox"/>
	Plastic Free Schools Resources - <a href="#">Bye Bye Plastic</a>	<input type="checkbox"/>	<input type="checkbox"/>
Download our <a href="#">Recycling Activity Sheet</a>	<input type="checkbox"/>	<input type="checkbox"/>	
Pens and markers, mobile phones and accessories, batteries, ink and toner cartridges and computers and accessories can be taken to <a href="#">Officeworks</a> for recycling	<input type="checkbox"/>	<input type="checkbox"/>	

WATER	Action	Yes	No
	Educate students and staff about how to save water (turning taps off, using half-flush etc)	<input type="checkbox"/>	<input type="checkbox"/>
	Install a rainwater tank for gardening and toilets	<input type="checkbox"/>	<input type="checkbox"/>
	Install sensor, mechanical or push timers on taps	<input type="checkbox"/>	<input type="checkbox"/>
	Add mulch to gardens to reduce water needs – <a href="#">see tips for making mulch</a>	<input type="checkbox"/>	<input type="checkbox"/>
	Repair water leaks	<input type="checkbox"/>	<input type="checkbox"/>
	See <a href="#">Hunter Water</a> for more ideas on saving water and the <a href="#">‘Let’s Love Water’</a> show for infants	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct a <a href="#">water audit</a> of your school	<input type="checkbox"/>	<input type="checkbox"/>

## ENERGY

Action	Yes	No
Conduct an <a href="#">energy audit</a> to analyse energy bills, audit appliances and record daily energy use	<input type="checkbox"/>	<input type="checkbox"/>
Visit <a href="#">Solar my School</a> for purchasing solar system. Install solar panels and solar hot water, or a heat pump – <a href="#">see guide for solar panels</a>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all computers, printers, photocopiers, air conditioners and lights are switched off at the end of the day and turn lights off at night and during breaks	<input type="checkbox"/>	<input type="checkbox"/>
Use a standby switch (available at hardware stores)	<input type="checkbox"/>	<input type="checkbox"/>
Replace old light globes with efficient globes such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>
Install movement sensor lighting, and ensure external security lights are on a sensor	<input type="checkbox"/>	<input type="checkbox"/>
Use a simple programmable timer to switch off emptied fridges on weekends, and during school holidays	<input type="checkbox"/>	<input type="checkbox"/>
Encourage students and staff to dress appropriately for each season to save on heating and cooling costs	<input type="checkbox"/>	<input type="checkbox"/>
Only use an air conditioner when natural ventilation is inadequate, and ensure doors and windows are closed	<input type="checkbox"/>	<input type="checkbox"/>
Use a thermometer to ensure your air conditioner is efficient. The temperature should be 18-21C in winter and 23-26°C in summer	<input type="checkbox"/>	<input type="checkbox"/>
Use door snakes and window seals to reduce draughts	<input type="checkbox"/>	<input type="checkbox"/>
Check <a href="#">Ausgrid for energy-saving material</a>	<input type="checkbox"/>	<input type="checkbox"/>

## GENERAL

Action	Yes	No
Enter the <a href="#">school environment awards</a> competition	<input type="checkbox"/>	<input type="checkbox"/>
Book a <a href="#">sustainability workshop</a>	<input type="checkbox"/>	<input type="checkbox"/>
Visit <a href="#">Awabakal environment education centre</a> for information on excursions, resources, curriculum information and much more	<input type="checkbox"/>	<input type="checkbox"/>
Get involved in the <a href="#">Landcare for schools</a> program. Schools are entitled to free native plants	<input type="checkbox"/>	<input type="checkbox"/>
Get involved in <a href="#">National Ride2School Day</a> and <a href="#">National Walk Safely to School Day</a>	<input type="checkbox"/>	<input type="checkbox"/>
Visit the <a href="#">SES</a> website for flooding-themed activities and resources for schools	<input type="checkbox"/>	<input type="checkbox"/>
Check out solar passive ideas for building at <a href="#">yourhome.gov.au/passive-design</a>	<input type="checkbox"/>	<input type="checkbox"/>
Utilise sustainable organic gardening practices	<input type="checkbox"/>	<input type="checkbox"/>
Improve biodiversity by joining our <a href="#">Backyard Habitat for Wildlife program</a>	<input type="checkbox"/>	<input type="checkbox"/>
Apply for a <a href="#">Community Environment Grant</a>	<input type="checkbox"/>	<input type="checkbox"/>
Sign up to the <a href="#">Ecoadvocate</a> newsletter for information on local events, competitions, giveaways, workshops, rebates and much more	<input type="checkbox"/>	<input type="checkbox"/>
Visit <a href="#">Sustainable Schools NSW</a> for information on grants, training, excursions and much more	<input type="checkbox"/>	<input type="checkbox"/>