

Environmental Review Checklist

				Action to be taken			Cost involved			
Litter	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Is there litter in the school grounds?										
Is the litter found at school coming from the school?										
Is the litter found at school coming from outside the school?										
Are there enough litterbins inside the school?										
Are they placed in the right places?										
Are there enough litterbins outside the school?										
Are they placed in the right places?										
Does the school have a clear policy about litter?										

It would be a good idea to draw a plan of the school and mark on it the sites where you find litter ... MEPA can provide school site maps. This will help you answer the questions that follow.

				Action to be taken			Cost involved			
Waste minimisation	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Reduce										
Are letters sent to families/households instead of individual pupils?										
Does the school use email messages to contact families (who have the facility)?										
Are copies of documents kept on disk rather than on paper?										
Does the school tuck shop avoid the use of disposable containers?										
Are long life products chosen over short life ones?										
Does the school avoid buying disposable products (e.g. cups, plates)?										
Are materials bought in bulk to avoid excessive packaging?										

				Action to be taken			Cost involved			
Waste minimisation (cont)	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Reuse										
Are used envelopes saved and reused?										
Are handouts printed on both sides?										
Is waste paper used on both sides?										
Recycle										
Is waste paper saved for recycling?										
Does the school has or uses recycling facilities?										
Does the school practise composting?										
Does the school use recycled paper?										
Is the toilet paper made from recycled paper?										

				Action to be taken			Cost involved			
Energy	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Does the school use any renewable energy source (e.g. does it use a solar water heater)?										
Electricity										
Are lights kept turned on in empty rooms?										
Are low-energy bulbs used for lighting?										
Are shades/diffusers/bulbs kept clean to maximise light?										
Are windows kept clean to admit natural light?										
Are computer monitors, projectors, televisions, videos and other similar equipment switched off when not in use?										
Are photocopiers and other office equipment switched off when not in use?										
Does electrical equipment switch on to stanby mode when not in use?										

Energy consumption can be measured by reading the electricity meter and keeping a record of the readings. How does energy use vary during the day? ... during the year?
Records can be compared and plotted on graphs

				Action to be taken			Cost involved			
Energy (cont)	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Hot water										
Are there any hot water taps at school?										
Are hot water taps and tanks properly insulated?										
Are hot water taps drip free?										
Is the hot water comfortably hot (not higher than 43°C)?										
Heating/Cooling										
Are rooms kept closed while they are heated?										
Are doors/windows used to create draughts instead of switching on fans?										
Are air-conditioned rooms kept closed?										

				Action to be taken			Cost involved			
Water	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Is the water pressure too high leading to an excessive waste of water?										
Are press-taps fitted?										
Are there any dripping taps?										
Are dripping taps repaired quickly?										
Does the urinal flush work cease at night?										
Are WCs fitted with low-flow flushes?										
If not, have water hippos (bags to reduce the volume of water flushed) been installed in the flushes?										
Is rainwater collected?										
If yes, is the collected rainwater used?										

Water consumption can be measured by reading the water meter. How does water use vary during the day? ... during the year? Records can be compared and plotted on graphs

Transport	Yes	No	Action needed	Action to be taken			Cost involved			
				Immediate	Soon	Later	High	Medium	Low	None
Do staff and pupils mostly to come to school by public/school transport?										
Do most private cars bring two or more people to school?										
Do most cars, coming to school, run on diesel?										
Is there anyone who cycles to school?										
Does the school have proper facilities for the storage of cycles?										
Does the school promote walking and cycling as a way to come to school?										
Is there a network of safe routes to the school?										
Are pupils made aware of these networks?										
Does the school provide information to families about school transport facilities?										

Most of the answers can be obtained through surveys. A map of the locality (obtained from MEPA) might come in useful to resolve certain issues.

				Action to be taken			Cost involved			
Healthy living	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Does the school have a policy for healthy eating?										
If yes, is the policy followed faithfully?										
Do the pupils' packed lunches contain healthy food?										
Does the school tuck shop sell healthy food stuffs?										
Do pupils understand the need for healthy eating?										
Does the school have a 'No Smoking on Premises' policy?										
If yes, does it apply for EVERYONE?										
Does the school have an effective 'Anti-bullying' policy?										
Does the school have an effective 'Buddy' system?										
Do teachers actively promote healthy lifestyles during their lessons?										

				Action to be taken			Cost involved			
The School	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Are the school grounds free from safety hazards?										
Do the school grounds provide a rich environment for play?										
Are there games painted on the playground?										
Does the school have quiet, shaded places for people to sit and talk?										
Are there murals and artwork in the school?										
Does the school have a garden?										
Does the school have a pond?										
Does the school have trees?										
Does the school have soil patches that are allowed to grow wild?										
Is there equipment (e.g. nest boxes, bird tables) installed in the school to attract animals?										

				Action to be taken			Cost involved			
The School (cont)	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Are the corridors used to display pupils' work and other school activities?										
Are there places where pupils can sit comfortably indoors (besides classrooms)?										
Is the work done by the pupils adequately displayed in class?										
Are plants kept in classrooms and corridors?										
Does the main school entrance have a welcoming feel?										
Is the EkoSkola noticeboard placed in a prominent position?										

				Action to be taken			Cost involved			
School Environmental Policy	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None
Does the school have an environmental policy?										
Does the school have an environmental education educator?										
Does the environment feature regularly in the school's calendar of activities?										
Does the environment feature regularly in the teaching/learning activities?										
Are environmental topics used for projects and theme teaching?										
Are pupils involved in the care of the school's environment?										
Has the school joined an environmental organisation?										
Does it encourage 'green' practices at home?										

				Action to be taken			Cost involved			
	Yes	No	Action needed	Immediate	Soon	Later	High	Medium	Low	None