Achieved : “Y”, Partly achieved : “/”, Not yet achieved : “N”, Not applicable : “NA”

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Monitoring | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| Energy Conservation | E1. Make use of the natural light as far as practicable and only switch on the necessary lights on sunny days. |  |  |  |  |  |  |  |
| E2. Turn off lights, computers and other electrical equipment (e.g. projectors, microphone boxes, etc.) when not in use. |  |  |  |  |  |  |  |
| E3. Adopt natural ventilation (i.e. open windows and doors) and use fans to improve air flow when the outdoor temperature is below 25°C and the outdoor air quality is good. |  |  |  |  |  |  |  |
| E4. Maintain the temperature of air conditioners in your classroom within the temperature range set under the school policy. |  |  |  |  |  |  |  |
| E5. When leaving the classroom, turn off fans and air conditioners that are not in use. |  |  |  |  |  |  |  |
| E6. Other practice: |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |
| Water Conservation | W1. Turn off the water tap and/or drinking fountain after use. |  |  |  |  |  |  |  |
| W2. When soaping hands, turn off the water tap/move hands away from the water source (applicable to schools with infrared automatic sensing water taps installed). |  |  |  |  |  |  |  |
| W3. Do not overwater the plants (applicable to schools that have plotted plants in the classrooms or along the corridors). |  |  |  |  |  |  |  |
| W4. Check the water taps, water fountains and/or toilets regularly and report any leakages immediately, if any. |  |  |  |  |  |  |  |
| W5. Other practice: |  |  |  |  |  |  |  |

Achieved : “Y”, Partly achieved : “/”, Not yet achieved : “N”, Not applicable : “NA”

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| Monitoring | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| Waste Avoidance & Reduction | Food Waste | R1. Do not produce a significant quantity of leftovers. |  |  |  |  |  |  |  |
| R2. Separate the food waste from lunchboxes, cutlery and/or containers to facilitate food waste recycling, if any. |  |  |  |  |  |  |  |
| Paper | R3. Use handkerchiefs/towels instead of paper towels. |  |  |  |  |  |  |  |
| R4. Put one-side-used paper into appropriate collection box. |  |  |  |  |  |  |  |
| R5. Use both sides of paper and put double-side-used waste paper into the recycling bin. |  |  |  |  |  |  |  |
| Plastics | R6. Bring your own water bottle. |  |  |  |  |  |  |  |
| R7. Stop buying bottled water and/or drinks. |  |  |  |  |  |  |  |
| R8. Drink without plastic straw or use reusable straws when necessary. |  |  |  |  |  |  |  |
| R9. Use reusable meal boxes, cups, bowls and cutlery (such as spoons, forks, etc.) at school. |  |  |  |  |  |  |  |
| Reuse & Recycle | R10. Reuse folders. |  |  |  |  |  |  |  |
| R11. Use recyclables to make decorative items at school events (such as parties, sports days, picnics, outings, fun fairs, open days, etc.). |  |  |  |  |  |  |  |
| R12. Collect printer cartridges for recycling. |  |  |  |  |  |  |  |
| R13. Practise clean recycling. |  |  |  |  |  |  |  |
|  | R14. Other practice: |  |  |  |  |  |  |  |

Achieved : “Y”, Partly achieved : “/”, Not yet achieved : “N”, Not applicable : “NA”

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Monitoring  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| Greening, Nature Conservation & Biodiversity | G1. Grow and look after plants in the classroom/along the corridor/green area/organic farm, if any. |  |  |  |  |  |  |  |
| G2. Use organic fertilisers (such as compost) as appropriate. |  |  |  |  |  |  |  |
| G3. Record the diversity of flora and fauna (the number of species) on campus regularly. |  |  |  |  |  |  |  |
| G4. Practise “Leave No Trace” during school outings (e.g. school picnics, visits to country parks/geoparks, etc.). |  |  |  |  |  |  |  |
| G5. Other practice: |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |
| Clean Indoor Air | A1. Keep the rubbish bin in the classroom clean and covered with a lid properly after use. |  |  |  |  |  |  |  |
| A2. Keep the food waste collection bins and/or composters on campus clean and ensure the lids are tightly closed after use, if any. |  |  |  |  |  |  |  |
| A3. Keep the seats and classroom clean and free of dust. |  |  |  |  |  |  |  |
| A4. Clean up food or drink spills immediately to prevent mould or bacterial growth, if any. |  |  |  |  |  |  |  |
| A5. Do not use stationery containing high volatile organic compounds (VOCs), such as marker pens, in the classroom. |  |  |  |  |  |  |  |
| A6. Timely activate the air purifier in the classroom, if any. |  |  |  |  |  |  |  |
| A7. Other practice: |  |  |  |  |  |  |  |