

Energy Conservation Checklist



Achieved: "✓" Not yet achieved: "X"



	Monitoring	1	2	3	4	5	6	7
	Date							
E1	Turn off lights, computers, and other electrical equipment (e.g. projectors, microphone boxes, etc.) when not in use.							
E2	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.							
E3	Maintain the temperature of air conditioners in your classroom within the temperature range set under the school policy.							
E4	When leaving the classroom, turn off fans and air conditioners that are not in use.							
E5	Other practice:							



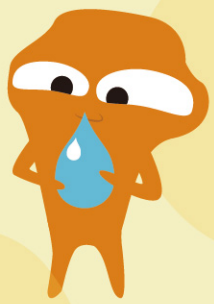
Water Conservation Checklist



Achieved: "✓" Not yet achieved: "X"



	Monitoring	1	2	3	4	5	6	7
	Date							
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 tap (applicable to schools with infrared automatic sensing taps installed).							
W3	Do not overwater the plants (applicable to schools that have plotted plants in the classrooms or along the corridors).							
W4	Other practice:							



Waste Avoidance & Reduction Checklist



Achieved: "✓" Not yet achieved: "X"



Monitoring

1

2

3

4

5

6

7

Date

Food Waste

R1 Do not produce a significant quantity of leftovers.

R2 Separate the food waste from lunchboxes, cutlery and/or containers to recycle, if any.

Paper

R3 Use handkerchiefs/towels to replace paper towels.

R4 Put one-side-used paper into the appropriate collection box.

R5 Use both sides of the 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 Use recyclables to make decorative items at school events (such as parties, sports days, picnics, outings, fun fairs, open days, etc.).

R11 Practise clean recycling.

R12 Other practice:

Greening, Nature Conservation & Biodiversity Checklist



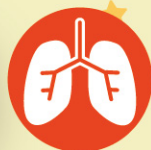
Achieved: "✓" Not yet achieved: "X"



	Monitoring	1	2	3	4	5	6	7
	Date							
G1	Grow and look after plants in the classroom/along the corridor/green area/organic farm, if any.							
G2	Record the diversity of plants and animals (the number of different kinds) on campus regularly.							
G3	Use organic fertilisers (such as compost) as appropriate.							
G4	Practise 'Leave No Trace' during school outings (e.g. school picnics, visits to country parks/geoparks, etc.).							
G5	Other practice:							



Clean Indoor Air Checklist



Achieved: "✓" Not yet achieved: "✗"

	Monitoring	1	2	3	4	5	6	7
	Date							
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	Turn on the air purifier in the classroom when needed, if any.							
A4	Other practice:							

