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| Monitoring | | 1 | 2 | | 3 | 4 | 5 | 6 | 7 |
| Date | |  |  | |  |  |  |  |  |
| E1. Turn off lights when the room is not in use. | |  |  | |  |  |  |  |  |
| E2. Turn off computers and other electrical equipment (e.g. projector, microphone box, etc.) when not in use. | |  |  | |  |  |  |  |  |
| E3. Adopt natural ventilation (i.e. open windows and doors) and use fans 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 that are not in use. | |  |  | |  |  |  |  |  |
| E6. Other practice: | |  |  | |  |  |  |  |  |
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| 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 using soap to wash hands, turn off the water tap/remove hands from the water source (applicable to schools with infrared automatic sensing taps installed). |  |  |  | |  |  |  |  |
| W3. Do not over water the plants (applicable to schools that have plotted plants in the classrooms or along the corridors). |  |  |  | |  |  |  |  |
| W4. Other practice: |  |  |  | |  |  |  |  |

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| Monitoring | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| Food Waste | R1. Do not produce a significant amount of leftovers. |  |  |  |  |  |  |  |
| R2. Separate the food waste from lunchboxes, cutlery and/or containers to facilitate food waste recycling, if any. |  |  |  |  |  |  |  |
| Paper | R3. Use less paper towel and use handkerchief/towel instead. |  |  |  |  |  |  |  |
| R4. Put one-side-used paper into appropriate collection box. |  |  |  |  |  |  |  |

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| Monitoring | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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| 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. |  |  |  |  |  |  |  |

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| Monitoring | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date | |  |  |  |  |  |  |  |
| Reuse & Recycle | R10. Use recyclables to make decorative items at school events (such as party, sports day, picnic, outing, fun fair, etc.). |  |  |  |  |  |  |  |
| R11. Put waste paper, metal cans and plastics into appropriate recycling bins. |  |  |  |  |  |  |  |
| R12. Put beverage cartons (tetra pak) into appropriate recycling bin(s), if any. |  |  |  |  |  |  |  |
| R13. Practise clean recycling. |  |  |  |  |  |  |  |
|  | R14. Other practice: |  |  |  |  |  |  |  |

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| Monitoring | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| G1. Grow and look after plants in the classroom or along the corridor, if any. |  |  |  |  |  |  |  |
| G2. Grow and look after plants in the green area/organic farm, if any. |  |  |  |  |  |  |  |
| G3. Use organic fertilisers (such as compost) as appropriate. |  |  |  |  |  |  |  |
| G4. Practise “Leave No Trace” during school outings (e.g. school picnic, visits to country parks/ geoparks, etc.). |  |  |  |  |  |  |  |
| G5. Other practice: |  |  |  |  |  |  |  |

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| Monitoring | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| A1. Keep the rubbish bin in your 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. Timely activate the air purifier in the classroom, if any. |  |  |  |  |  |  |  |
| A4. Other practice: |  |  |  |  |  |  |  |