



Environmental Checklist

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

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 lightings on sunny days.							
	E2. Turn off lights, 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:							
Date								
Water Conservation	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 water taps installed).							
	W3. Do not over water 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:							

		Monitoring	1	2	3	4	5	6	7
		Date							
Waste Avoidance & Reduction	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.							
		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 party, sports day, picnic, outing, fun fair, etc.).							
		R12. Put waste paper, metal cans and plastics into appropriate recycling bins.							
		R13. Put beverage cartons (tetra pak) into appropriate recycling bin(s), if any.							
		R14. Collect printer cartridges for recycling.							
		R15. Practise clean recycling.							
		R16. Other practice:							

Monitoring		1	2	3	4	5	6	7
Date								
Greening, Nature Conservation & Biodiversity	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. Monitor the number of birds, butterflies and dragonflies on campus regularly.							
	G5. Practise "Leave No Trace" during school outings (e.g. school picnic, visits to country parks/ geoparks, etc.).							
	G6. 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 mold 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:							