**Promotion Activity**

**Name / Topic:**

|  |  |
| --- | --- |
| **Activity** |  |
| **Date, Time and Venue** |  |
| **Aim** |  |
| **Responsibility** |  |
| **Participant** |  |

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**Which environmental aspect performs the best?**

Please put a “” for the environmental aspect that your school has performed the best (choose one only).

[ ] Energy Conservation

[ ] Water Conservation

[ ] Waste Avoidance & Reduction

[ ] Greening, Nature Conservation & Biodiversity

[ ] Clean Indoor Air

**What have you done?**

Measures and/or activities that have helped my school to achieve the best environmental aspect:

**Which environmental aspect needs to be improved most?**

Please put a “” for the environmental aspect that needs to be improved most (choose one only).

[ ] Energy Conservation

[ ] Water Conservation

[ ] Waste Avoidance & Reduction

[ ] Greening, Nature Conservation & Biodiversity

[ ] Clean Indoor Air

**How to improve?**

Suggestions:

**What are the targets and plans for the next school year?**

Targets:

Plans:

**What have you learnt from this programme?**

In this programme, I have learnt that......

**Environmental Checklist**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Monitoring and Evaluation | 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 when not in use. |  |  |  |  |  |  |  |
| E3. Adopt natural ventilation (i.e. open windows and doors) and use fans when the outdoor air temperature is below 25°C and the outdoor air quality is good. |  |  |  |  |  |  |  |
| E4. Maintain the temperature of air-conditioners in yourclassroom within the temperature range set under the school policy. |  |  |  |  |  |  |  |
| E5. Use the “Low Carbon Living Calculator”. |  |  |  |  |  |  |  |
| E6.  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |
| Water Conservation | W1. Turn off the tap and/or drinking fountain after use. |  |  |  |  |  |  |  |
| W2. Turn off the tap while soaping hands. |  |  |  |  |  |  |  |
| W3. Do not over water the plants. |  |  |  |  |  |  |  |
| W4. Check the taps, water fountains and/or toilets regularly and report any leakages immediately, if any. |  |  |  |  |  |  |  |
| W5. |  |  |  |  |  |  |  |
| Monitoring and Evaluation | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| Waste Avoidance & Reduction | Food Waste | R1. Do not produce leftovers. |  |  |  |  |  |  |  |
| R2. Separate the food waste from lunchboxes, cutlery and/or containers to facilitate food waste recycling. |  |  |  |  |  |  |  |
| Paper | R3. Use less paper towel and use handkerchief/towel instead. |  |  |  |  |  |  |  |
| R4. Use both sides of paper. |  |  |  |  |  |  |  |
| R5. Use collection boxes for collecting the one-side-used paper. |  |  |  |  |  |  |  |
| Plastics | R6. Bring your own water bottle. |  |  |  |  |  |  |  |
| R7. Stop buying bottled water and drinks. |  |  |  |  |  |  |  |
| R8. Drink without 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. Collect printer cartridges for recycling. |  |  |  |  |  |  |  |
| R14. Practise clean recycling. |  |  |  |  |  |  |  |
|  | R15.  |  |  |  |  |  |  |  |
| Monitoring and Evaluation | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Date |  |  |  |  |  |  |  |
| Greening, Nature Conservation & Biodiversity | G1. Grow and look after plants in classroom, if any. |  |  |  |  |  |  |  |
| G2. Grow and look after plants in green area/organic farm, if any. |  |  |  |  |  |  |  |
| G3. Use organic fertilisers (such as compost) as appropriate. |  |  |  |  |  |  |  |
| G4. Monitor the number of birds, butterflies and dragonflies at school regularly. |  |  |  |  |  |  |  |
| G5. Practise “Leave No Trace” during school outings (e.g. school picnic, visits to country parks/geoparks, etc.). |  |  |  |  |  |  |  |
| G6.  |  |  |  |  |  |  |  |
| Date |  |  |  |  |  |  |  |
| Clean Indoor Air | A1. Keep the rubbish bin in your classroom and/or food waste composter(s) on campus clean. |  |  |  |  |  |  |  |
| A2. Keep your classroom clean and free of dust. |  |  |  |  |  |  |  |
| A3. Clean up food or drink spills immediately to prevent mould or bacterial growth, if any. |  |  |  |  |  |  |  |
| A4. Do not use stationeries containing high volatile organiccompounds (VOCs) at classroom such as marker pens. |  |  |  |  |  |  |  |
| A5.  |  |  |  |  |  |  |  |