



Green Team Project Examples

**These are suggestions- work with parents, teachers, students and your school district to implement your program. All examples may not be achievable in your area.*

1. Involvement

1a. How do you educate, train and encourage staff and students to participate in your program?

- "Green Page" on website, newsletter articles, monthly green tips, etc.
- Student classroom presentations
- Displays in school entry, hallways, staff break room, etc. Examples include waste audit or energy audit results, new recycling efforts, recycling art projects, etc.
- Prominently display Oregon Green Schools certificate, decals, etc.
- Quarterly presentations on green team efforts to staff and students
- Teach students and parents about waste-free lunches
- Create a Q&A forum for staff, students and parents to get their environmental questions answered.
- Reach out to other schools to help them with their environmental efforts
- Post signs in the bathrooms to remind students not to use too many paper towels
- Put up prompts like stickers to remind people to turn off lights and computers
- Create a sustainability fair or recycled art fair
- Create a mural with an environmental theme

1b. How do you publicize your program?

- Announcements
- Newsletter articles
- Website
- Posters in hallways
- School assemblies
- Contests
- Messages on school reader board

1c. How does your parent group (PTA/PTO) participate and support your program?

- Include waste reduction when planning school events like sporting events, plays, carnivals, concession stands, durable lunchbox programs
- Identify a parent volunteer position in support of green efforts
- Provide funding for student-led sustainability efforts
- Manage rebate opportunities e.g., ink cartridge or drink pouches

1d. How do you practice resource conservation in your everyday facilities operations?

- Low-flow toilets and faucets
- Consolidate staff refrigerators in order to eliminate unnecessary appliances
- Water bottle filling stations, motion sensor lights
- Donate excess food from kitchen to food banks
- Install software to convert faxes to PDFs rather than print them
- Install LED exit signs
- Automatically set up documents to have 0.5" margins
- Set your printers to default to double sided printing
- Replace milk cartons with milk dispensers
- Work with your school office to get all bills sent electronically
- Work with your suppliers to reduce how much packaging they use when sending your orders

- Eliminate the sale and use of bottled water in your school
- Get rid of disposable lunch trays and plastic silverware and replace with durables
- Have staff memos and daily announcements sent via email or posted instead of individually printed
- Eliminate mini-fridges unless needed for medications
- Replace paper towels with air dryers in bathrooms
- Check that all refrigerators have adequate seals and have the custodian's annual maintenance list include cleaning the refrigerator coils
- Establish a policy to only purchase Energy Star computers and appliances.
- Create an automated computer shut-down schedule
- Create a schedule to have your HVAC heating/cooling system regularly serviced

1e. How do you integrate resource conservation into extra-curricular events?

- Grade level competitions
- Assembly events with students and/or staff e.g., recycling relay
- Establish a student environmental club
- Require after hour event organizers to include a recycling plan
- Set up recycling at sporting events, plays, school dances, community events, etc.

1f. Describe how your school provided direct waste reduction education and assistance to another school within the last year.

- Recycling posters
- A student video on waste reduction efforts
- Sharing "reuse" artwork
- Sharing garden or composting efforts
- Write and/or present skits on how to conserve resources

1g. Describe how your school provided waste reduction/resource conservation education or assistance to the local community during the last year.

- Plant trees
- Create a video and get it aired on your local community access channel
- Paint an environmentally themed mural
- Collect Styrofoam, plastic bags, electronics, etc.
- Organize a community litter pick-up
- Donate food from your school garden to a food bank
- Do a collection drive for the community for a material that is hard to recycle

2c. Recycle Audit- examples of other possible recycling for collection

- Start a collection program for less commonly recycled materials like chip bags, candy wrappers, pens, cell phones, plastic bags, printer cartridges, rechargeable batteries, greeting cards, etc.
- Have your green team monitor the recycling efforts of your school's recycling by having them check for recyclables in the classroom/office trash and contamination in the recycling. Report these weekly findings to the classes
- Set up a worm composting system
- Check that all classrooms, the office, library, hallways, etc. have recycling bins. Check with your school's facilities department to be sure that there are no fire marshal restrictions on bin placement.
- Clearly label all school recycling bins and place them next to garbage cans to reduce contamination
- Set up special recycling drives at the end of the terms &/or school year to collect large volumes of paper
- Ensure that recycling is available at extra-curricular activities like sporting events, school dances, fairs, etc.
- Require outside groups that use your school after-hours to recycle
- Compost vegetative waste at your school like fruit peels, coffee grounds, grass clippings, leaves and kitchen waste
- Compost cafeteria waste (if food composting is available in your area)
- Establish a recycling program for electronics and fluorescent lights
- If your school has a garden, set up a compost system

3. Examples on ways to Reduce, Reuse, Recycle, Conserve

- Routing messages rather than printing one for everybody
- Using e-mail rather than paper
- Post "Conserve Energy" signs by light switches
- Convert some incandescent lights to fluorescents
- Turn off every other bank of lights in classrooms/hallways
- Choosing less toxic alternative products
- Making art projects from old office supplies
- Print double-sided
- Create a donation station where people can drop off or pick up used clothing, games, sports equipment, etc.
- Donate unwanted items to a thrift store or homeless shelter.
- Encourage students to use rechargeable batteries both at school and at home
- Have reusable/washable gloves and aprons for kitchen staff
- Using half sheet forms rather than full sheet
- Using durable rather than disposable
- Post "Conserve Water" signs by faucets
- Naturescaping
- Bioswales
- Setting up a REUSE IT closet or materials exchange for students or staff
- Donating unwanted items that are in good condition
- Collect paper that has been used on one side and reuse as a draft drawer in your copy machines and to use as note pads
- Email school newsletters instead of printing
- Teach staff, students and parents how to get off junk-mail lists
- Replace disposable cups in teachers' lounge with reusable cups, plates and cutlery
- Integrated Pest Management (IPM) - reduce their use of toxic pesticides as part of school's effort to become more environmentally sound. <http://www.pesticide.org/Our%20Work/healthy-schools-healthy-kids>

3c. Buy Recycled- Merit/Premier

- Establish a school-wide policy to purchase copy paper, toilet paper, paper towels and napkins with post-consumer recycled content
- Source food locally and organic when possible
- Purchase renewable power
- Create a "No PVC Back-to-School Supply List"
- Generate renewable energy such as solar power
- Use refurbished ink/toner in copy machines and printers
- Establish a sustainable purchasing policy for your school
- Post reminders in school supply cabinets reminding staff to purchase supplies that contain recycled content
- Purchase credits to offset your school's carbon emissions
- Establish your school as a community supported agriculture (CSA) drop-off location
- Check that your custodians are using cleaning products that are 3rd party certified

3d. Conserve- Briefly describe how your school reduces water and energy usage.

- Have your green teams monitor classrooms each week to see if they left lights, computers or other items on when nobody is around. Report these weekly findings to the classes
- Establish a policy to require monitors to be turned off after 5 minutes of inactivity and computers after 2 hours of non-use
- Turn off every other bank of lights in classrooms/hallways or delamp unneeded lights
- Have computers, lights and copy machines set to automatically turn off at the end of the day. If you can't do this, make this the responsibility of your custodian or other staff that works after hours
- Conduct an energy audit using the Oregon Green Schools form &/or asking the Energy Trust or PGE to conduct an audit

- Check that all heating/cooling vents in classrooms are not blocked
- Do you have motion sensors in seldom used rooms?
- Set thermostats to maximize energy efficiency
- Install light sensors or work with staff to take advantage of natural daylight and only use the necessary amount of lighting
- Install solar panels
- Post “conserve water” signs by faucets
- Replace all incandescent lights with fluorescent or LED lights
- Incorporate water/energy conservation into your curriculum
- If your refrigerator is older than 1993, use the EPA calculator to determine if your refrigerators are in need of updating
- Naturescaping &/or bioswales
- Check that refrigerator temperatures are between 38-42 degrees Fahrenheit and freezers between 0-5 degrees Fahrenheit
- If you have vending machines, ask your distributor to delamp the machines
- Install Vending Misers on all school vending machines
- Install a green roof
- Eliminate T12 lights and magnetic ballasts and replace with T8 lights with electronic ballasts
- Check all school faucets hot water to ensure that the water temperature is between 120-130 degrees Fahrenheit
- Install daylight controls for exterior lighting
- Create a district-wide policy to save energy

3e/f. Merit/Premier- Conserve- How is energy and water conservation incorporated into the operation of your school?

- Work with your custodian to sweep or blow dirt from paved areas instead of use a pressure washer
- Install rain barrels or another water capture system to use water that falls on the roof
- Check that your school has faucet aerators throughout the school
- Test all toilets for leaks
- Install timers on bathroom faucets and locker room showers
- Verify that your kitchen does not use a garbage disposal
- Mark the storm drains at your schools &/or neighborhood to remind people not to dump motor oil or other waste
- Post signs in bathrooms reminding students to conserve water
- Keep the garbage dumpsters clean and away from storm drains
- If your school does car-washes as a fundraiser, take steps to prevent waste-water from entering storm drains
- Set up the irrigation system to automatically avoid watering on wet days
- Water early in the morning to avoid evaporation in the heat of the day. Avoid watering when it is windy
- Regularly sweep school parking lots to avoid excessive debris in the storm drains
- Plant native plants throughout school grounds
- Install low-flow shower heads in locker rooms
- Analyze your school’s seasonal water use
- Ensure that all toilets low-flow (1.6 gallons or less)
- Calculate storm water runoff – measure area of roof and other impervious surfaces—and the amount of rain you receive (use in Math classrooms). Think about ways to divert the storm water away from the storm water drains and put it back to use
- Research pervious surface alternatives for all impervious surfaces (concrete, asphalt, roofing) and calculate the amount of storm water reduction if replaced
- Install a rain garden
- Determine how much water is used per year to water lawns/fields. Recommend replacing any non-field lawns with shrubs or native plants and calculate the water savings (in volume and \$)
- Determine water savings (in volume and \$) for one year for one of the following: faucet fixtures (aerators and motion sensor), low-flow toilets and waterless urinals, low-flow shower heads, or irrigation systems
- Design a display for the foyer, commons, cafeteria or other public space to educate students and staff about your school’s water quality and/or conservation actions