

School Eco-Response Team (SERT) Action Plan



Department of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
2096 Gaither Road, Suite 200
Rockville, Maryland 20850

MCPS Form 201-10
May 2008
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DUE: This form must be completed and submitted on or before the last Friday of each September.

Please return fully completed form via PONY to Green School Focus—Gaither Road **OR** Fax to 240-314-1037 (**NOT BOTH**).

Name of School _____

Person completing this form (please print):

Name _____ Title _____

Facility # _____ Name of Building Services Manager _____

Administrative Secretary:

Name _____ E-mail _____@mcpsmd.org

No. of portable classrooms on site _____ No. of students _____ No. of staff _____ (leave blank if information is not available)

Signature, Principal/Assistant Principal

CONTACT INFORMATION

Team Captains should be teachers or administrators. Team members should include students, staff, parent volunteers, and building service employees.

Energy Conservation Team (print or type)

Conservation Team Captain: Name _____ E-mail _____

Team Members: Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

Recycling Team (print or type)

Recycling Team Captain: Name _____ Title _____

Team Members: Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

- Energy Performance and Great Energy Management (GEM) Awards:**
- **High schools are eligible for awards of \$2,000 per quarter**
 - **Middle schools are eligible for awards of \$1,000 per quarter**
 - **Elementary schools are eligible for awards of \$500 per quarter**

SERT Award Expectations

It is expected that schools have active energy conservation and recycling teams in place. Any school with a grade of D or lower in recycling will not be eligible for an energy performance award during the third quarter each year.

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SERT

Energy Conservation Expectations:

Per MCPS policy, the following minimum measures are required to contain energy costs in the schools:

- Engage faculty and recruit students as active participants.
- Shut down equipment before long weekends and school breaks according to "Shutdown Checklist."
- Develop awareness campaigns that take place over the course of the school year and impact all staff and students.
- Turn off lights in all areas, computers and printers when not in use.
- Remove space heaters and personal refrigerators.
- Use blinds to allow natural light into the classroom.
- Vending machines (with minimal nutritional value) must be turned off from midnight to the end of the school day.
- Schedule community groups in as few heating/cooling zones as possible.
- Check all thermostats monthly for correct settings: 70°F for heating, 76°F for cooling.
- Maintain clean air filters for best efficiency.
- Maintain irrigation control plan for athletic fields.
- Restrict exterior water use to authorized MCPS grounds maintenance only.
- Keep classroom blower vents clear.
- All outside doors and windows should be kept closed during heating or cooling season.

Additional Energy Conservation Opportunities:

The following additional measures have high impact on your energy costs while maintaining or improving learning. With an active program, your school can earn significant quarterly awards.

- Sponsor a student conservation Club and/or Patrol.
- Conduct a building energy audit.
- Use emergency lighting in hallways after regular school hours.
- Provide energy conservation tips and reminders in newsletters and during morning and afternoon announcements.
- Consolidate personal appliances.
- De-lamp where lighting levels are too high.
- Use light switches to keep bank of lights off near windows.
- Retrofit with 25-watt T-8 lamps.
- Inquire about lighting initiatives.
- Instead of using overhead lights, use task lamps in offices, at teacher desks, and in computer labs.
- Turn off main copiers and other equipment at a scheduled time daily.
- Check Energy Management Schedule for accuracy especially over winter and spring breaks.
- Check for air leaks around doors and windows. File a work order for repairs.

Check here to have your SERT Facilitator contact you.

Best time of day to contact you _____:_____ a.m./p.m.

Best method to contact you:

- e-mail _____
- phone _____-_____-_____
- other _____

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MCPS Recycling

Recycling Goals: Percentage (%) achieved last year _____ This coming year's projection _____
Please visit www.mcps.k12.md.us/departments/recycling to obtain your percentage.

Recycling Program Expectations (as mandated by Montgomery County Executive Regulation 15-04 AM):

- Label each recycling container to indicate contents.
- Place appropriate recycling container (paper and/or can/bottle) near each trash container.
- Place a paper recycling container next to each trash can in classrooms and offices.
- Place a paper recycling container near copiers and printers.
- Place a can/bottle recycling container near each vending machine that dispenses products in recyclable packaging.
- Place large recycling containers in the kitchen and cafeteria areas to recycle cans/bottles.
- Empty recycling containers on a regular schedule.

Recycling Success Opportunities (Please check each item you will implement):

- Flatten all cardboard boxes to save space in the cardboard recycling dumpster.
- Use innovative communication techniques, including posters, to ensure containers are used as intended.
- Use container tops on recycling bins to restrict the types of materials entering containers if recyclable materials are being contaminated.
- Establish Recycling Club and/or Patrol Team to monitor recycling containers.
- Have poster contests and collection competitions.
- Update students and staff on the progress of the recycling program in order to involve them in the program and to demonstrate their contribution to improving the environment.
- Educate and re-educate about your recycling program using the—
 - school newspaper announcements television infomercials e-mail booster club
 - link on school Web site school handbook student orientation posters
- If specific items are collected at the school for fund raising, submit copies of receipts to get credit for recycling.
- Recycle specialty items such as—
 - computers monitors televisions textbooks
 - furniture ink jet cartridges toner cartridgesthrough the Department of Materials Management.

Recyclable Material Pickup Procedures:

Our school's pickup day(s) for **cans and bottles** is/are ____/____/____ [Fill in day(s) of week. If unsure of pickup days, see website.] Roll carts (toters) will be at the designated pickup area **outside of the building** by 7:00 AM. Roll carts will be placed at ground level or on a dock that is accessible to the recycling collection truck.

Our pickup day(s) for **cardboard and paper** is/are ____/____/____. The dumpster should not be blocked by vehicles or snow.

If materials other than paper and cardboard are placed in the dumpster, the whole load cannot be recycled and must be disposed of as trash. To avoid contamination, dumpsters must be locked when not in use by locking the gravity bar located on the top of the dumpster and the sliding side doors.

Program materials (labels, posters, locks) and assistance are available by contacting the MCPS Recycling Office: 301-840-4536 or e-mail Randy_Weddle@mcpsmd.org. Additional resources can be found on the website (<http://www.mcps.k12.md.us/departments/recycling/>).

Check here if you would like a program review by our staff.

Best time of day to contact you ____:____ a.m./p.m.

Best method to contact you:

- e-mail _____
- phone _____-_____-_____
- other _____