

# Welcome to the SERT Team!

## Activity Pack

Montgomery County Public Schools



Department of Facilities Management  
Montgomery County Public Schools  
2096 Gaither Road, Suite 200  
Rockville, MD 20850  
240-314-1090



## **School Energy and Recycling Team** **Program Overview**

- Participation in SERT is mandatory for all Montgomery County Public Schools.
- A new and current SERT Action Plan must be submitted by the last Friday in September of each year. This deadline coordinates with the County's Recycling Plan deadline.
- MCPS Data shows that about 15% of the electrical energy used by school occupants is wasted from lights, computers and other non-HVAC equipment left on while not in use. Therefore, a 5% energy conservation mandate over the baseline year has been established for each school facility.
- The Montgomery County Government requires all public facilities to recycle 50% of all solid waste material generated. SERT facilitators are available to help engage your staff and students in an active recycling program.
- Principal's support of the SERT team is strongly encouraged to establish school wide awareness and participation, to promote environmental stewardship and to ensure proper use of awards. The Principal's Handbook provides the energy conservation and recycling guidelines that should be followed for efficient building management.
- All schools are assigned a SERT energy facilitator based on their maintenance depot. The SERT energy facilitators support the SERT Team's efforts in energy conservation and recycling.

### **Annual SERT Conservation Awards**

- Submitting your SERT Action Plan prior to the deadline earns your school a \$100 award to kick-off your SERT team.
- SERT Awards will be based on either of the following two performance criteria (1) verifiable energy savings and (2) great energy management strategies. The energy savings are verified through data analysis. Great energy management behavior is verified by your school's assigned SERT energy facilitator or other Energy Resource Team members during visits.

### **Annual SERT Recycling Awards**

- Recycling Rewards are awarded to eligible schools that sustain a recycling rate of 36% or more, or achieve a substantial improvement in recycling performance compared with other schools.
- Ratings are based on recycling percentage, county grades, SERT facilitator data points, and evidence of an active in-school recycling program.

### **Special SERT Awards**

- Annual SERT awards are granted to superior performing schools that exemplify the culture of conservation, present a strong SERT Magic Triangle, and have an exceptional SERT team that demonstrates consistent conservation.
- Special awards are also granted to building services managers who consistently promote the culture of conservation, participate in the energy shut downs, and play an active role in the SERT Magic Triangle. Awards are deposited directly into building service supply accounts.



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## Adult Sponsor Guide:

SERT team leader – Things to think about prior to your first meeting.

1. How many students would you like on your team?
  - Develop a student contract
  - Allow for growth and attrition
2. Frequency of meetings (weekly, bi-weekly, etc.)
  - Identify and assign daily tasks outside of meetings
  - Determine schedule of possible outreach activities
  - Try to schedule meetings w/activity bus availability
  - Know your school's recycling pick-up days
3. Plan to develop a Mission Statement or adopt ours
4. Set an attainable goal that allows a sense of accomplishment for students
  - Provide awards/certificates for individual and team achievements
  - Recognize classrooms, teachers, or groups who succeed in recycling and energy-conservation strategies set by your team.
5. Keep in mind that planning ahead for spending your SERT award money will provide the students with drive!
6. Utilize the SERT facilitator assigned to your school and the SERT office for support of your program
7. Consider conducting energy and recycling related contests for students and/or classrooms
8. Stay active!



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## First SERT Meeting Sample Agenda

- Introduce yourself and the SERT Program.
- Have students introduce themselves with an ice-breaker activity (attached)
  - Name, Teacher or Grade, Interests
  - How many computers do you have at home?
  - What is your favorite electric appliance/gadget?
- Talk about basic forms of energy, energy use, recycling, the relationship between energy and recycling, and conservation – providing age appropriate links
- Discuss the “Building Audit” – This is key to understanding energy use in your building.
- Discuss the “Recycling Audit” – Inventory of infrastructure is a smart beginning
- Discuss the structure of the Club (elect or appoint key positions) and the meeting times.
- Brainstorm ideas for conservation and develop a basic understanding of why it is important now and for our future.
- Get the students to commit!



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## Student SERT Team Members Working Set-Up Page

1. Our club will be called \_\_\_\_\_.
2. The adult leader for this club is \_\_\_\_\_.
3. Our club meets in Room \_\_\_\_\_.
3. We will meet \_\_\_\_\_x's a month on \_\_\_\_\_(day of the week).
4. We are looking to have at least \_\_\_\_\_members participate at each meeting.
5. Attached you will find our \_\_\_\_\_  
\_\_\_\_\_ project list  
\_\_\_\_\_ top 5 goals  
\_\_\_\_\_ mission statement  
\_\_\_\_\_ pledge  
\_\_\_\_\_ future goals  
\_\_\_\_\_ energy savings expectation  
\_\_\_\_\_ plans for SERT award money
6. We have appointed the following students to be our leaders:

Position Name

Student

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7. Our SERT Members are:

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## How many rooms are in my school?

Name of School: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Name of Auditor: \_\_\_\_\_

Room Number	Area	Main Floor	First Floor	Second Floor	Lower Level	Separate Building
	Exterior Doors					
	Computer Lab					
	Computer Lab					
	Computer Lab					
	Classrooms					
	Work Rooms					
	Administrative Offices					
	Team Rooms					
	Classroom Offices					
	Media Center					
	Gymnasium					
	Gymnasium					
	Gymnasium					
	Cafeteria/Kitchen					
	Meeting/Conference Rooms					
	Other					

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How many computer labs does your school have? \_\_\_\_\_

How many square feet are in your building? \_\_\_\_\_

How many exterior doors are in your school? \_\_\_\_\_

Why is this important to the SERT Team? \_\_\_\_\_

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After completing a SERT Team Electrical Audit, please think about the following questions and determine what your SERT team can do to conserve energy. These questions may help set your goals for energy conservation.

### **Review your data:**

How many computers are in my school?

How many printers are in my school?

How many hours are they on?

What time are they shut down?

Who shuts down the computers?

Are the classroom lights turned off when the classrooms are unoccupied?



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Are exterior doors closed during the day and after school?

Are the blinds at the end of the day?

Do you see small home appliances in the classrooms?

### **Conclusion:**

Write a paragraph explaining how we can use this information to save energy.



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