

School Energy and Recycling Team (SERT) Action Plan



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

MCPS Form 201-10
February 2012
Page 1 of 2

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 SERT, Gaither Road **OR** Fax to 240-314-1037 (**NOT BOTH**).

Name of School _____ Phone _____ - _____ - _____

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 _____ Title

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 _____ E-mail _____

Team Members: Name _____ E-mail _____

Name _____ E-mail _____

Name _____ E-mail _____

SERT Awards:

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.**

- 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

Energy Conservation Expectations:

- Engage faculty and building services and recruit students as active participants.
- Shut down equipment before long weekends and school breaks according to "Shutdown Checklist."
- Turn off lights, computers, and printers when not in use (leave servers, cafeteria computers, and network printers on).
- Remove space heaters and personal refrigerators.
- Use blinds to allow natural light into the classroom.
- Schedule community groups in as few heating/cooling zones as possible.
- 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:

- 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 encourage last users of the day in computer labs and media centers to shut down computers.
- Instead of using overhead lights, use task lamps in offices, at teacher desks, and in computer labs.
- Check for air leaks around doors and windows. File a work order for repairs (maximo).

Recycling Goals: Percentage achieved last year _____ % This coming year's projection _____ %

Please visit www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/sert.shtm to obtain your percentage, and view program resources.

Goal Guideline: Each school should strive to improve last years performance by 10%.

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 in classrooms and offices on a regular schedule.
- Use innovative communication techniques, including posters, to ensure containers are used as intended.

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

- Flatten all cardboard boxes to save space in the cardboard recycling dumpster.
- 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.
- Participate in poster contests and collection competitions. See SERT website.
- Update and educate 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.
- Empty exterior recycling containers daily.
- Do not place plastic bags in any recycling container.
- Please complete MCPS Form 201-9: *Voluntary Recycling Form*, for any other recycling at school.

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 SERT Program: 240-314-1090 or e-mail recycling@mcpsmd.org.

In order to improve conservation measures at our school this year, we plan to enhance our program by

One way that SERT could help our school improve our performance is

Please visit me, _____, to discuss SERT initiatives.

Name

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