



# SERT Action Plan

Department of Facilities Management  
 School Energy and Recycling Team (SERT)  
 MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
 45 W. Gude Drive, Suite 4000, Rockville, Maryland 20850

MCPS Form 201-10  
 April 2017  
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**INSTRUCTIONS**

This form is to be completed and submitted by each school on or before September 15 of each year. Fully completed forms may be returned to SERT via e-mail, PONY, fax or hand delivery. Please complete online or print clearly.

**SCHOOL INFORMATION**

School _____	Facility # _____
Principal _____	# of Portable Classrooms _____
Administrative Secretary _____	No. of Students _____
Building Services Manager _____	No. of Staff _____

**SERT IN YOUR SCHOOL**

It is expected that all schools have active SERT energy conservation and recycling teams in place. Team leaders should be adult leaders (teachers, staff or administrators). Team members should include students, staff and parent/guardian volunteers. All team members will receive information from SERT via e-mail.

**SCHOOL SERT TEAM**

If applicable, what is the unique name of your SERT Team? \_\_\_\_\_

Leader Name _____	E-mail _____
Member Name _____	E-mail _____
Member Name _____	E-mail _____
Member Name _____	E-mail _____
Member Name _____	E-mail _____
Member Name _____	E-mail _____

**SERT AWARDS**

Schools are eligible to receive the following SERT Awards (subject to budget availability):

<ul style="list-style-type: none"> <li>Quarterly Energy Award (Q1-Q3)</li> <li>Energy and PLM Award (Q4 only)</li> <li>Annual Recycling Award</li> <li>Various contests and events</li> </ul>	<b>HIGH</b>	Up to \$2,000 per quarter	<b>MIDDLE</b>	Up to \$1,000 per quarter	<b>ELEMENTARY</b>	Up to \$500 per quarter
		Up to \$3,000 (Q4 only)		Up to \$1,750 (Q4 only)		Up to \$1,000 (Q4 only)
		Up to \$1,000 per year		Up to \$750 per year		Up to \$500 per year
		TBD		TBD		TBD

**FORM SUBMISSION**

Name of person completing this form \_\_\_\_\_ Title \_\_\_\_\_

Principal/Assistant Principal approving this form \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please complete Page 2 of this form.*

<b>ENERGY CONSERVATION</b>	
<b>EXPECTATIONS</b>	<b>OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• The goal is for your school to use less energy than it used in the previous year.</li> <li>• Engage faculty, students, and building services staff as active participants.</li> <li>• Shut down equipment before long weekends and school breaks according to the appropriate SERT Shutdown Checklist.</li> <li>• Turn off lights, computers, printers, etc. when not in use. Remember to leave servers, cafeteria computers, and network printers on.</li> <li>• Remove space heaters and personal refrigerators.</li> <li>• Keep classroom blower vents clear.</li> <li>• Use blinds to allow natural light into classrooms.</li> <li>• Keep all outside doors and windows closed during the heating or cooling season.</li> <li>• Schedule community groups in as few heating/cooling zones as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsor a student conservation club or patrol.</li> <li>• Conduct a building energy audit.</li> <li>• Use emergency lighting in hallways after regular school hours.</li> <li>• Provide energy conservation tips.</li> <li>• Encourage the computer lab and media center users to remember to shut things down at the end of the day.</li> <li>• Use task lamps in offices, computer labs, and on teacher's desks instead of turning on overhead lighting.</li> <li>• Check for air leaks around doors and windows. File Maximo work orders for necessary repairs.</li> <li>• Do you have any other energy conservation ideas?</li> </ul>

<b>RECYCLING</b>	
<b>EXPECTATIONS</b>	<b>OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Follow all recycling guidelines as mandated by Montgomery County Executive Regulation 15-04AM, <i>Residential and Commercial Recycling</i>.</li> <li>• Create centralized recycling stations in hallways.</li> <li>• Label each recycling container to indicate contents.</li> <li>• Place an appropriate recycling bin (paper and/or bottles and cans) near each trash container within the school.</li> <li>• Empty all interior and exterior recycling containers on a regular basis.</li> <li>• Flatten all cardboard boxes to save space in the dumpster.</li> <li>• Do not place plastic bags in any recycling dumpster.</li> <li>• Keep dumpsters locked at all times. If your dumpster gets contaminated, it must be disposed of as trash. Call SERT immediately if your dumpster lock is broken.</li> <li>• Only place paper/cardboard in the paper recycling dumpster; and bottles/cans in the commingled dumpster.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a Recycling Club and/or Patrol Team to monitor recycling stations.</li> <li>• Participate in poster contests and recycling collection competitions.</li> <li>• Update and educate students and staff on the progress of your recycling program in order to involve them in the program.</li> <li>• Complete <a href="#">MCPS Form 201-9, Voluntary Recycling Reporting Form (SERT)</a> for any voluntary recycling activities done at your school.</li> <li>• What else can you do to promote recycling participation at your school?</li> </ul>

<b>WATER CONSERVATION</b>	
<b>EXPECTATIONS</b>	<b>OPPORTUNITIES</b>
<ul style="list-style-type: none"> <li>• Maintain an irrigation control plan for athletic fields.</li> <li>• Restrict exterior water use to authorized MCPS grounds maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Check faucets and toilets for leaks on a regular basis.</li> <li>• Do you have any other ideas for conserving water?</li> </ul>

<b>CONTACT REQUEST</b>
<p>The SERT program staff is available to provide support and assist you in your conservation efforts.</p> <p>Name _____ Title _____</p> <p>E-mail address _____@mcpsmd.org to discuss the following (<i>check all that apply</i>)</p> <p><input type="checkbox"/> Saving energy and increasing recycling participation    <input type="checkbox"/> Saving energy    <input type="checkbox"/> Recycling    <input type="checkbox"/> Other (<i>please specify</i>) _____</p> <p>_____</p> <p>We plan to enhance our program this year by _____</p> <p>_____</p> <p>SERT could help our school improve our performance by _____</p> <p>_____</p>