

Go Green Challenge Checklist for Office Staff 2019

RESOURCES CAN BE FOUND ON DISTRICT SUSTAINABILITY WEBSITE

<http://fip.smmusd.org/sustainability.html>

Due December 20th, 2019

1. Introduction to Sustainability

- Invite the Sustainability Coordinator to present on sustainability and sustainability within SMMUSD
 - Can be reached at ccoster@smmusd.org
- Review the Districtwide Plan for Sustainability Goals
 - Plan can be found on website: <http://fip.smmusd.org/sustainability.html>
- Watch at least five of the 1 minute videos from Nature is Speaking.
<https://www.conservation.org/nature-is-speaking>

2. Energy

- Use Energy Shut Down checklist at end of each day
 - Found on website.
- HVAC thermostat in office is set between: 68-75 degrees F.
- All lights are turned off anytime office is unoccupied
- All equipment is shut off at end of each day [not in sleep mode]
- Create and post energy saving signage to remind everyone to shut off and shut down
- Utilize natural light when possible and use less artificial lights.
 - Idea: shut off part of the overhead lights/lift blinds and allow more natural light to enter the window.
- Participate in the districtwide Energy Challenge
 - Competition to begin October 1st, 2019.
- Review the districtwide Energy dashboard and record progress of site: [SMMUSD Energy Dashboard](#)

3. Water

- Any idea how much water you are using every day? Think about the food you eat, the showers you take, and the water you drink to quench your thirst. How much direct water consumption? And indirect consumption?

- Write down an estimate of how much water you think you use per day.
- Now, calculate your actual water consumption:
Calculate your water footprint using GRACE's Water Footprint Calculator <https://www.watercalculator.org/> and find out how much water you use directly and virtually each day. -Compare your actual water footprint with your guess.
-What surprised you most about your water footprint?
-Which category of your water footprint was highest – indoor, outdoor?

4. Waste

- Watch this short film made by Annie Leonard, Story of Stuff <https://storyofstuff.org/>
- Do you have an office waste station? Must have:
 - Grey/black bin for Landfill waste [clearly labeled]
 - Blue bin for recycling waste [clearly labeled]
 - Green bin for compost [clearly labeled]
 If you need to order these bins, email Lisa in M&O at lallen@smmusd.org
- Enforce using scratch paper instead of new paper
 - Have a scratch paper collection area and utilize all of that before using new paper when appropriate
- Proper E-waste disposal
 - The district diverts 100% of e-waste from landfill. All E-waste must be picked up separately, E-waste can NOT go in any campus trash/recycling bins. Contact Caroline for a pick-up ccoster@smmusd.org
- Proper battery disposal
 - The district diverts 100% of batteries for landfill. Make sure you dispose of your classroom batteries in the battery collection stations located in front office.
- Encourage zero waste efforts:
 - This can be lesson, presentation, flyers, activities or demonstration. [Ex. bring own bottle, bring reusable supplies]
- ALL paper is properly recycled
- Double-sided printing is utilized and a default setting on all printers
- Reusable water bottles: Encourage bringing own reusable water bottle and not using plastic
Report: What percentage of the office uses a reusable water bottle?

5. Footprint:

- Calculate and record your footprint using the Global Footprint Network's calculator.
<http://www.footprintcalculator.org/>
 - What are your results? How many planets does it take to support your lifestyle?
 - Share the three activities in your life that you learned are most carbon-intensive.
 - Report five ways you will reduce your carbon footprint.

6. Transportation

- Encouragement around alternative transportation:
 - How do you get to work? Report how you get to work for 5 consecutive days.
 - Report ways you can leave your vehicle at home.
- Participate in Car Free Fridays
 - Report how many people give up their car on Fridays and take sustainable modes of transportation on Fridays.