



## EDUCATION CHECKLIST

### Business Resource Champion of Cuyahoga County

#### *Checklist for school (pre-school, K-12) college, university*

*Note: A standalone daycare is considered a commercial business and requires a different checklist.*

*However, some daycare facilities are registered nonprofits and may choose to use the nonprofit checklist instead.*

For certification, follow the checklist to note the points earned for each category including:

- Best Practices
- Waste Reduction/Reuse
- Recycling
- Purchasing
- Organics/Food Donation
- Landscaping

Certification Levels	
Platinum	71-94 points
Gold	56-70 points
Silver	46-55 points
Green	38-45 points

CATEGORY: BEST PRACTICES (Minimum Requirements)		POINTS	
<u>ALL</u> items in this section are required.		Available	Earned
	Have support from school board/administration for waste reduction/recycling/composting initiatives.	1	
	Established staff and/or student Green Team or Environmental Club.	1	
	Perform a waste audit (where applicable).	3	
	Elicit input from staff/students regarding waste reduction priorities/strategic planning.	1	
	Identify the metrics for the priorities you have established.	1	
	Have a published waste reduction/recycling/composting plan in place.	1	
	Offer regular waste reduction training for staff/students/visitors.	1	
	Incorporate waste reduction policies into new staff/student orientations and training.	1	
	Have a succession plan for your program – make it sustainable long term.	1	
TOTAL POINTS		11	





CATEGORY: WASTE REDUCTION & REUSE		POINTS	
		Available	Earned
	Paperless policy.	1	
	All copiers/printers set to double sided printing.	1	
	Print only as needed.	1	
	Use both sides of paper to take notes.	1	
	Office supply reuse program and share area.	1	
	Office and classroom equipment and furniture repair and donation policy.	1	
	Reusable water bottle refill stations around school including cafeteria.	1	
	Eliminate the use of Styrofoam trays, plates, and cups.	1	
	Reusable service ware, glasses, and cutlery in cafeteria.	1	
	Provide reusable water bottles to students.	1	
	High efficiency hand dryers to replace paper towel dispensers in restrooms.	1	
	Refillable soap at sinks.	1	
	Online magazine subscriptions.	1	
	Staff break rooms use reusable plates, mugs, glasses.	1	
	Encourage staff and students to pack their lunches in reusable containers.	1	
	Eliminate offering disposable bottled water.	1	
	Provide recycling program for K-cups, Nespresso coffee pods, or Alterra Coffee Service.	1	
	Pallet reuse/donation policy.	1	
	Host one zero or reduced waste event annually.	2	
	Eliminate use of K-cups, Nespresso coffee pods, or Alterra Coffee Service.	3	



Donation program for lost and found items at end of school year.	3	
Have an incentive program/competition for staff/students to reduce waste/recycle/compost.	3	
Provide environmental related volunteer opportunities to staff/students, i.e., beach or area clean up, hold collection opportunities like clothing, shoes.	3	
Universities/colleges – establish reuse, donate, recycle program for move ins, move outs.	5	
<b>TOTAL POINTS</b>	<b>37</b>	

CATEGORY: RECYCLING		POINTS	
		Available	Earned
Paper	1		
Cardboard	1		
Batteries	1		
Electronics	1		
Ink/toner cartridges	1		
Hazardous waste (where applicable, such as labs)	1		
Fluorescent light bulbs/tube recycling, recycling of universal waste	1		
Plastic film recycling	1		
Bottle and jug recycling	1		
Carton Recycling	1		
Can recycling	1		
Scrap metal recycling	1		
Pallet recycling	1		



Clear, concise, easy to read compost, landfill, and recycling signage on bins.	1	
Track waste and recycling over time.	2	
Deskside recycling bins (1), extra point for waste sidecar (1).	1 or 2	
Centralized recycling station rather than at desks.	3	
Recycling is provided for at home sporting events in addition to within school.	3	
<b>TOTAL POINTS</b>	<b>24</b>	

CATEGORY: PURCHASING		POINTS	
		Available	Earned
Purchase recycled content products.	1		
EPEAT electronics purchased when available.	1		
Furniture must have recycled content when available.	2		
Buy reusable over disposable.	1		
Deliveries must have minimal and all recyclable packaging.	1		
Centralized office supply ordering and bulk buying when possible.	1		
Purchase remanufactured ink and toner cartridges.	1		
Purchase Green Seal or other 3 <sup>rd</sup> party certified green cleaning products.	1		
Dilution System for cleaning in janitorial closet.	1		
Published sustainable purchasing policy, ex. copy paper must have 30% or more recycled content.	3		
<b>TOTAL POINTS</b>	<b>13</b>		

CATEGORY: ORGANICS & FOOD DONATION		POINTS	
		Available	Earned



	Share table for bananas, oranges, apples, and other food as appropriate.	1	
	Communicate waste diversion success to staff/students.	1	
	Track food waste and have staff/students participate in a food waste reduction challenge.	2	
	Compost program.	3	
<b>TOTAL POINTS</b>		<b>7</b>	

CATEGORY: LANDSCAPING		POINTS	
		Available	Earned
	Mulching mower – leave grass clippings on lawn.	1	
	Mulch leaves and leave on grass or compost other leaves and yard waste.	1	
<b>TOTAL POINTS</b>		<b>2</b>	

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**BUSINESS RESOURCE CHAMPION OF CUYAHOGA COUNTY  
CERTIFICATION LEVEL FOR EDUCATION**

[CHECKLIST SUMMARY]		POINTS	
		Available	Earned
	CATEGORY: BEST PRACTICES	11	
	CATEGORY: WASTE REDUCTION & REUSE	37	
	CATEGORY: RECYCLING	24	
	CATEGORY: PURCHASING	13	
	CATEGORY: ORGANICS & FOOD DONATION	7	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
<b>[GRAND TOTAL POINTS]</b>		<b>94</b>	



**Other:** Please list any other metrics you have achieved not previously listed for which you would like to have considered as credits.

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**Vendors:** Name all vendors you are using for waste, recycling, and composting and what they are picking up.

<u>MATERIAL TYPE</u>	<u>VENDOR NAME</u>