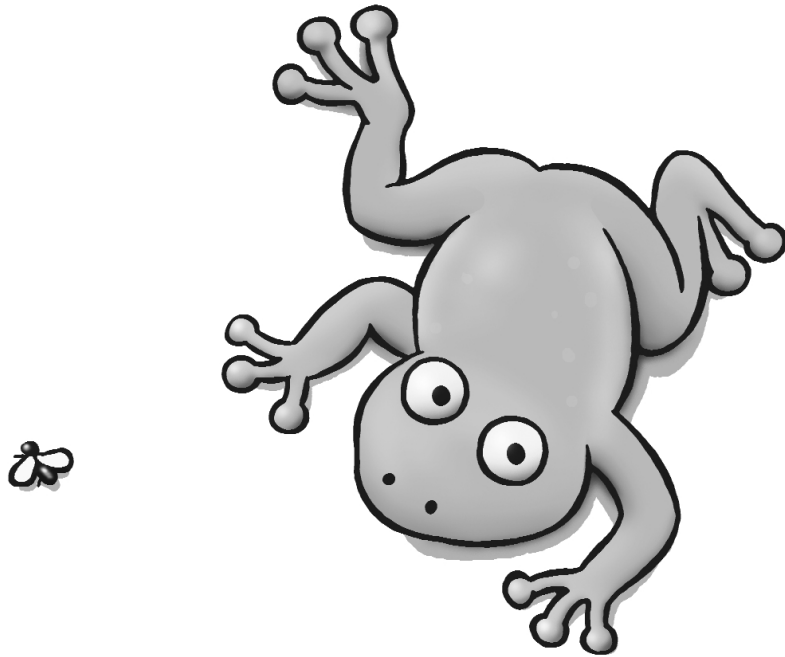


ECO-OOSH in action



**A whole-of-centre
approach to
sustainable
living**



checklists

Checklists

For good environmental management of your OOSH centre

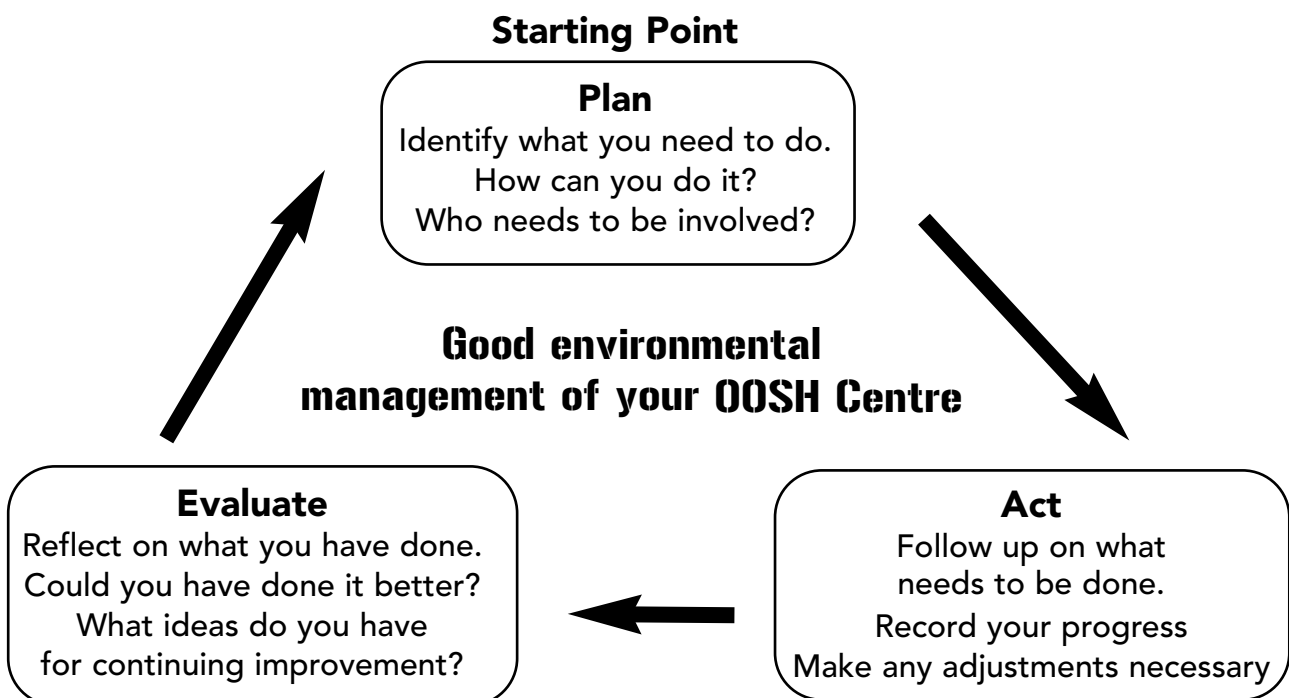
The following checklists have been adapted from *ECO friendly communities, Promoting Sustainable Living and Working*, an excellent publication developed in 2003 for Neighbourhood Centres by LCSA (Local Community Services Association) in partnership with the NSW Environment Protection Authority.

Each checklist is intended to help you to assess your present performance, and should be used in conjunction with the more detailed explanation of the key environmental areas (water; energy; waste; chemicals; air and animal habitat and vegetation) in Part B Section 2 of the *ECO-OOSH in Action* manual.

It is important that once you know where you stand, you develop an Action Plan for the future, with time frames to implement any changes that are needed. This should become a process of continuing improvement and be incorporated into the everyday procedures of your Centre.

If you do not own your premises, or if you share with another group, you may have to discuss some aspects of your good environmental management plans with the owners or co-users of the venue.

The checklists are not exhaustive, and may need to be modified to suit your Centre's situation. You might decide to photocopy the lists to use at staff meetings and record your decisions for future action on the copies.



Checklists

Monitoring Environmental Management – Water

Check	Y	N	Action
<p>Plumbing and fittings</p> <p>Taps: – don't drip. – easy to turn off. – turn off the tap' notices in place. – regularly checked by appointed person.</p> <p>Cisterns: – don't dribble. – dual flush systems. – adjusted to use less water.</p>			
<p>Kitchen and food preparation</p> <p>Fruit and veggies not washed under running tap. Cold water kept in fridge rather than running the tap for cold water.</p>			
<p>Cleaning Up</p> <p>Children don't waste water when washing hands. Water used sparingly when cleaning up.</p>			
<p>Outdoor areas</p> <p>Clean outside areas with broom, not hose. Hoses not used on hard surfaces. Native plants preferred. Gardens mulched. Rainwater collected. Grey water recycled. Water restrictions followed.</p>			
<p>Activities</p> <p>Activities involve but don't waste water.</p>			
<p>Waterways and sewerage.</p> <p>Food scraps, oils, paints not washed down sink. Scraps are used in compost bin or worm farm. Oil put in container, not down sink. Paint disposed of correctly. Council consulted re paint disposal. Outside drain areas kept clear of leaves and rubbish.</p>			

Checklists

Monitoring Environmental Management – Energy

Check	Y	N	Action
<p>Lights Turned off when not in use. Lower wattage bulbs or fluorescents. Natural light wherever possible.</p>			
<p>Kitchen Small appliances preferred. Size of pots close to burner size. Pots covered when cooking. Oven doors closed while cooking. Refrigerator – maintained. – seals intact.</p>			
<p>Temperature control Heaters, air conditioners – correctly installed – operating efficiently. – advice obtained on new purchases.</p> <p>Winter Staff, children, wear warm clothing in winter. Draft excluders, door seals installed. Windows curtained. A 'cosy corner' for children.</p> <p>Summer West aspect of building is shaded, curtains or blinds at windows. Vegetation shades building. Good cross ventilation, fans, rather than air-conditioners.</p>			
<p>General Appliances turned off at power points at night. Time switch to turn off all appliances is installed. Energy rating of all new purchases checked. Low wattage and small appliances preferred to larger ones.</p>			

Checklists

Monitoring Environmental Management – Waste

Check	Y	N	Action
<p>Shopping</p> <p>Products bought in bulk or re-usable containers.</p> <p>Products with packaging recycle symbol chosen.</p> <p>Cloth, not plastic shopping bags, used.</p>			
<p>Recycling</p> <p>Recycled paper, cardboard and other materials used.</p> <p>Reverse Garbage and other recycle centres used.</p> <p>Parents contribute recycled paper, fabric, wool, containers etc.</p> <p>Both sides of paper, recycled paper used in office.</p> <p>Recharge service used for printer/photocopier.</p> <p>Envelopes are reused.</p> <p>Baskets provided for recyclable paper.</p> <p>Bins provided for recyclable craft waste.</p>			
<p>Kitchen</p> <p>Crockery used not disposable utensils.</p> <p>Containers used for food not plastic wrap.</p> <p>Separate recycling bins used for paper, plastics and aluminium/steel.</p> <p>Food waste composted or put into a worm farm.</p> <p>Cotton dishcloths used.</p>			

Checklists

Monitoring Environmental Management – Chemicals

Check	Y	N	Action
<p>Hazardous chemicals</p> <p>Products used do not contain hazardous chemicals.</p> <p>Alternative products used.</p> <p>All hazardous chemicals securely stored and recorded to comply with OH&S.</p> <p>Products used have listed contents.</p> <p>Arts/crafts materials are non-toxic.</p> <p>Recycled materials are not toxic.</p> <p>Solvent free glues are used.</p> <p>Natural, and water based paints, used.</p> <p>Local council contacted about disposal of chemicals, paints etc.</p> <p>Products with batteries avoided.</p>			
<p>Allergies</p> <p>Staff aware of children’s food allergies</p>			
<p>Food</p> <p>Fresh unprocessed food used.</p> <p>Food with additives and colouring avoided.</p> <p>Food additive guide available.</p> <p>Fruit and vegetables washed.</p>			
<p>Gardening</p> <p>Compost and natural fertilisers used.</p> <p>Non-toxic sprays used for all plants.</p>			
<p>Cleaning</p> <p>Non-toxic cleaning products used</p> <p>Directions for use followed.</p> <p>Micro-fibre cloths are used.</p> <p>Chemical air-fresheners not used.</p> <p>Aerosal (pressure pack) spray bottles not used.</p>			

Checklists

Monitoring Environmental Management – Air

<i>Check</i>	<i>Y</i>	<i>N</i>	<i>Action</i>
<p>Ventilation Windows are operable. Kitchen fans checked and maintained. Air vents clear of obstructions. Ventilation good when doing arts and crafts and near photocopiers.</p>			
<p>Moisture Checks made for moisture leaks, repaired.</p>			
<p>Furniture and fittings Couches/cushions dust free. Carpets cleaned with steam. New items contain no hazardous chemicals. Dust-harboring second-hand items avoided. Gas heater operated correctly and conforms to Australian Standard.</p>			
<p>Repairs Done when children not at Centre. Professional advice sought.</p>			
<p>Outdoor environment Walking and use of public transport for excursions encouraged. Information about public transport provided. Safe cycling encouraged.</p>			

Checklists

Monitoring Environmental Management Animals, plants, and local environment

<i>Check</i>	<i>Y</i>	<i>N</i>	<i>Action</i>
<p>Animals</p> <p>Strict procedures for caring for pets in place. Appointed person has responsibility. Information re cost, care, food and suitability obtained. Check made that no child is allergic to animal. Arrangements made for care in weekends, school vacations. Regulations known and followed.</p>			
<p>Plants and gardens</p> <p>Gardens, potted plants maintained and watered. Appointed person responsible. Native plants preferred. Gardens mulched.</p>			
<p>Local environment</p> <p>No feeding of birds and native animals unless advice obtained. Plants used non-invasive to bushland. Information provided regarding care of domestic animals.</p>			