Notepad for the Teacher in Charge

What has to be organised?

- Agree upon the climate check with the school management!
  Make sure your pupils get all relevant information, may enter all relevant rooms, take pictures and ask other pupils (in some cases).
  Also agree upon the way in which all information or pictures gathered during the climate check may be used (for the school magazine or the school homepage?).

- You need 2-3 project days in a row to carry out the climate check.

- Inform all teachers and ask them for their understanding regarding possible disturbances!

- Have the secretary or the school management give you all necessary copies of the documents *before the project days start* (see the preparatory checklists regarding each single topic).

- Gather information like the number of pupils in the *general checklist for the school*. Thus you avoid that more than one group of pupils ask the secretary the same questions twice.

- Also make sure there are enough working rooms with sufficient mobile furniture.

- Think about how to present the results of the climate check in time. In what way are you able to reach the school authorities, the school management as well as all pupils and teachers?
  For this you have to book dates or rooms in time. Do the invitations early enough.

date:

done:

Whom do you have to organise?

- For each area or topic you need about 5-10 pupils. Each pupil can only participate in one group. Please let them choose themselves!

- Make sure there are enough helpers (colleagues, external partners)! Arrange the duties among yourselves in time. Provide your helpers with all relevant chapters of the brochure as well as with the preparatory checklists, checklists and information.

- A lot of groups will need the secretary and the caretaker as contact persons. If necessary make sure, possibly with the school management, that both have enough time and flexibility. Get both of them prepared for their tasks with the help of the notepads.

date:

done:

What material has to be provided?

- Check the checklists for the data collections, if necessary adjust them to the needs of your school and print sufficient numbers.

- Get all the necessary measuring devices (see the specific preparatory checklists).

- Get cameras (simple digital cameras or have the pupils bring their camera phones; test the transfer of the photos to a school computer *in advance*!).

- You need access to a computer room for data and image processing, internet research and for a possible multimedia presentation.

- Material like large sized paper, pencils, scissors and glue, some magazines as material for illustrations as well as display panels are suitable for presentations.

- Pupils should bring their normal writing utensils, something to write on and a pocket calculator.

Set yourself deadlines for each step of the preparation!

**There are more tips on the preparatory checklists.
Work them through thoroughly!**

date:

done:

date:

done:

Notepad for the Secretary

Dear Ms/Mr...................,

During the project days on .... our pupils will do a climate check for our school under the supervision of.. The pupils will take the actual situation by means of checklists. Please, have the responsible teacher inform you about the content of the checklists!

You will be **an important contact person**! Please, make sure you have all the necessary information and documents ready in order to be able to answer all possible questions during project days. Be prepared for interruptions and disturbances in your workflow and, please, also accept multiple questions of the pupils. Your cooperation is extremely important for the success of the climate check!

The pupils will need information on the following topics:

Energy: energy bills (electricity and heating) of the last three to five years (if available), documents for the heating, inventories of the electrical devices, responsible contact persons at the school, at the school authorities and at the energy provider.

Paper consumption: amount and quality of the printing and copying paper used at the school, responsible contact persons at the school, at the school authorities and at the supplier.

Waste: Notifications of charges of the last few years (if available), responsible contact persons at the school, at the school authorities and at the waste collection company.

Water: Water bills (drinking and waste water) of the last few years (if available), responsible contact persons at the school, at the school authorities and at the water company.

Meals and snacks during breaks: Organisation of the meals and snacks during breaks, responsible contact persons at the school, at the school authorities, caterer/owner of the canteen.

Traffic: Information on transport (if there is any), responsible contact persons at the school, at the school authorities and at local transport.

School grounds: Who is the owner? Who is responsible for the management? Are there any concepts for its design? Possible particularities of the school grounds. Responsible contact persons at the school, at the school authorities.

Make copies of the following documents, as far as these are available at the school:

- Plan of the school building (several),
- Plan of the school grounds (several),
- Energy bills of the last few years (1x),
- Orders, shipping notes or invoices for printing and copying paper (1x),
- Notification of waste charges of the last few years (1x),
- Water bills of the last few years (1x).

Date   Signature headmaster

Notepad for the Caretaker

Dear Ms/Mr..........................,

During the project days on .... our pupils will do a climate check for our school under the supervision of.. The pupils will take the actual situation by means of checklists. Please, have the responsible teacher inform you about the content of the checklists!

You will be **an important contact person**! Please, make sure you have all the necessary information and documents ready in order to be able to answer all possible questions during project days. Be prepared for interruptions and disturbances in your workflow and, please, also accept multiple questions of the pupils. Your cooperation is extremely important for the success of the climate check!

The pupils will need information on the following topics:

Waste: Separate collection of waste, locations, number and size (volume) of the bins/containers. Disposal of special wastes (like from the photographic laboratory or chemistry classes). When or how often are the bins/containers emptied? Are there any special arrangements during holidays? How full are the bins/containers at emptying? (Please, check this on the day of emptying for some weeks!)

 Energy:

Heating and room temperature: How is the school heated? Location of the heating and all related installations. Technical data on the heating. Fuels. How is the heat energy consumption determined? Who controls the heating? Who gives corresponding instructions? Are there any other facilities that are also heated by our heating?

Electricity: Locations of electrical devices incl. Heating and ventilation systems. Technical data of important electrical devices. How many electricity meters does the school have? Where are they? Which parts of the school are each being taken care of? Possible information on an existing solar plant.

School building: Structural condition of the school building (windows, doors, walls). Energy performance certificate of the school. Finished or planed redevelopments on the school building.

Water: How many water meters does the school have? Where are they? Which parts of the school are each being taken count of? Is there any part that has its own meter, like the gym for example? Is rain water used in any way?

Meals and snacks during breaks: How are meals and snacks managed during breaks, who is responsible?

Traffic: Parking spaces for cars and bicycles.

School grounds: Who is responsible for the different tasks in the school grounds? Which areas of the school grounds are drained into the sewage system? Can rain water seep away anywhere?

Date   Signature headmaster