



Florida Department of Environmental Protection

Florida *Green School Designation* Program



STEPS FOR SUCCESS	
1.	Gather Baseline Information What environmental policies and practices are in place currently, and how effective are they? Conduct an energy audit, examine resource conservation measures and evaluate pollution prevention measures, including how well your school meets OSHA regulations. This baseline information will provide a useful benchmark for measuring future improvements.
2.	Ask your Staff Solicit staff input on ways to improve environmental performance. Employees who perform a task on a daily basis will often be able to provide excellent insight and judgement on measures being considered in that area. For example, the teaching staff may have specific suggestions for implementing a workable recycling program, while managerial staff may suggest ways to implement office waste reduction and recycling. Also, ask staff to suggest reasonable incentives and rewards that would ensure their participation.
3.	Evaluate the Information you've Gathered Make a list of the things you're doing well and areas in need of improvement. Consider which areas are the easiest and least expensive to address and which will provide the greatest return for your investment of time and money. Generally, operational changes are easiest, cheapest and provide the quickest payback, followed by alternations to routing purchasing practices, and finally investing in major retrofits.
4.	Make a Plan Develop an environmental plan that addresses environmental management practices in key areas: energy conservation, resource conservation, pollution prevention, eco-purchasing and landscape management. Set goals and choose improvement projects, operational changes and purchasing practices that will help you achieve them. Ideally, goals should include measurable, quantified parameters and specified time frames.
5.	Assign Responsibility Designate a "Green Team" or assign responsibility for coordinating environmental improvement activities and communication. Responsible individuals should oversee improvements, measure results where feasible and report progress. Schools are best served when representatives from different departments participate in a Green Team.
6.	Make a Commitment to Continuous Improvement <i>Review and refine your goals</i> and annually choose additional measures to advance your efforts. Be sure to communicate successes to your students and staff and remind people that their participation is valued. Incorporate environmental awareness, training and performance monitoring into ongoing staff training.