



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	
TOTAL POINTS	37	

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	
TOTAL POINTS	24	

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 rd 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		



TOTAL POINTS	13	
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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	
TOTAL POINTS		7	

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	
TOTAL POINTS		2	

**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		
[GRAND TOTAL POINTS]		94	



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>