

King County Green Schools Program



School Waste Walk-Through Form

Complete this form at least once every two years to assess your current practices in the different sustainable benchmark areas and to help set goals. Submit the completed form to your Green Schools Program representative. Each recognition benchmark requires the completion of this form. You can complete this form on your own, or request assistance from your Green Schools Program representative.

Date:	School:	District:
Main contact:	Email:	
Custodian:	Email:	
Principal:	Email:	
Green Schools Program representative:		

Does your school have a student Green Team? Yes No

WASTE REDUCTION

Garbage hauler: _____

Outdoor container size(s)*, yards ³	Weekly collection frequency	Fullness of container (before being emptied/serviced)	Weekly garbage quantity, yards ^{3**} (size X frequency X fullness= quantity)

*Most schools use 4, 6, or 8 cubic yard dumpsters. To figure out size of the outdoor container, see page #9.

**To figure out weekly garbage quantity, multiply the size of the container, the fullness of the container, and the weekly collection frequency. Then add the quantity from each container together.

Waste Reduction Best Practices: Cafeteria and Kitchen

Check any materials your school uses in the cafeteria and kitchen.

Trays/Plates/Bowls/Cups	Utensils	Other serving-ware	Bulk dispensers
<input type="checkbox"/> Reusable <input type="checkbox"/> Compostable <input type="checkbox"/> Single-use foam/plastic <input type="checkbox"/> Single-use waxy/lined paper <input type="checkbox"/> Other	<input type="checkbox"/> Reusable <input type="checkbox"/> Compostable <input type="checkbox"/> Single-use plastic <input type="checkbox"/> Other	<input type="checkbox"/> Reusable <input type="checkbox"/> Compostable <input type="checkbox"/> Single-use plastic <input type="checkbox"/> Other	<input type="checkbox"/> Bulk spices <input type="checkbox"/> Bulk condiments <input type="checkbox"/> Milk dispensers <input type="checkbox"/> Other

Does your school have a water bottle refilling station in the cafeteria? Yes No

What are some single-use items you want to explore reducing or removing from your school's meal service?

Is there a dishwasher on-site or a way to wash durable trays, plates, cups, or utensils? Yes No

Waste Reduction Best Practices: Offices, Classrooms, and Hallways

Check any actions your school currently takes.

Classrooms	Offices/Staff areas/Other
<input type="checkbox"/> Promote reusing paper (Good On One Side "GOOS") <input type="checkbox"/> Provide students with reusable rags for cleaning desk areas <input type="checkbox"/> Website, whiteboard, etc. instead of paper copies <input type="checkbox"/> Reuse party/holiday decorations <input type="checkbox"/> Buy supplies in bulk <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Double-sided copying and printing <input type="checkbox"/> Email messages instead of printed notes <input type="checkbox"/> Reuse station for used materials (file folders, envelopes, etc.) <input type="checkbox"/> Use refillable copier and printer ink cartridges <input type="checkbox"/> Reusable serving-ware in staff breakroom <input type="checkbox"/> Restroom air dryers or cloth towels <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____

Do students have access to water bottle refilling stations in the hallways or near the gym? Yes No

Do students and staff receive reminders throughout the school year about reducing waste? Yes No

Do students receive assemblies, workshops, or other types of presentations about reducing waste?
 Yes No

Are custodians regularly provided with updates and training about reducing waste, recycling, and/or organics collection? Yes No

What are some other ways your school might reduce waste?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

RECYCLING COLLECTION

Recycling hauler: _____

Outdoor container size(s), yards ³	Weekly collection frequency	Fullness of container (before being emptied/serviced)	Weekly recycling quantity, yards ³ (size X frequency X fullness= quantity)

What contamination do you see in the recycling bins?

Who collects recyclables throughout the school? (custodian, student club, office manager)

Classrooms	
Offices/Staff Areas	
Cafeteria	
Kitchen	
Gym/Athletics Facilities	
Hallways	
Other Locations	

Recycling Best Practices

	Yes	No
Are students and staff introduced to recycling at the beginning of the school year?		
Are indoor bins emptied regularly?		
Are <u>all</u> indoor bins clearly labeled?		
Are there recycling bins in every classroom?		
Are there recycling bins in the cafeteria?		
Are there recycling bins in every office and near copy machines?		
Are there recycling bins in the kitchen?		
Are there recycling bins in all staff breakrooms?		
Are recycling bins always placed next to garbage bins?		
Is there contamination in the recycling bins?		

Check any items that your school currently recycles. All materials should be clean/empty when recycled.

Classrooms, Hallways & Offices	Cafeteria	Kitchen
<input type="checkbox"/> Paper/Cardstock <input type="checkbox"/> Cardboard <input type="checkbox"/> Plastic bottles <input type="checkbox"/> Aluminum cans <input type="checkbox"/> Printer cartridges <input type="checkbox"/> Other: _____	<input type="checkbox"/> Plastic tubs <input type="checkbox"/> Plastic bottles <input type="checkbox"/> Aluminum cans <input type="checkbox"/> Paper/Cardstock food boxes <input type="checkbox"/> Other: _____	<input type="checkbox"/> Plastic tubs or jugs <input type="checkbox"/> Plastic bottles <input type="checkbox"/> Paper/Cardstock food packages <input type="checkbox"/> Cardboard <input type="checkbox"/> Aluminum cans <input type="checkbox"/> Steel/tin cans <input type="checkbox"/> Other: _____

Does your school collect plastic film or soft plastic (like bags and plastic wrap) for recycling? Yes No
 Plastic film cannot be placed in your curbside bin, but it is accepted by some facilities or outside services.

Does your school buy products with recycled content? Yes No Unsure
 If so, what are some examples: _____

What are some ways you could improve recycling opportunities at your school?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

ORGANICS COLLECTION

Organics hauler: _____

Outdoor container size(s), yards ³	Weekly collection frequency	Fullness of container (before being emptied/serviced)	Weekly recycling quantity, yards ³ (size X frequency X fullness= quantity)

What contamination do you see in the compost bins?

Check any items that your school currently composts.

- Food scraps
- Compostable lunch materials (napkins, trays, utensils, bowls, cups)
Which materials? _____
- Restroom paper towels (for schools with Cedar Grove as organics hauler & signed agreement)
- Yard waste (grass clippings, leaves, weeds, etc.)
- Other: _____

Do you have any onsite composting? Yes No

If yes, what method does your school use?

- Worm bin Tumble composter Digester Industrial composter Other

Where is the equipment located and who maintains it? _____

Based on organics and/or solid waste generated, when will your school be required to collect organics? _____

[WA State Organics Management Law](#): Schools generating more than

- 8 cubic yards of organic waste per week are required to collect organics starting Jan 1, 2024.
- 4 cubic yards of organic waste per week are required to collect organics starting Jan 1, 2025.
- 1 cubic yard of ANY type of waste per week are required to collect organics starting Jan 1, 2026.

What are some ways you might improve composting opportunities at your school?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

FOOD WASTE REDUCTION

Food Waste Reduction Best Practices

	Yes	No
Is there a food share table in the cafeteria?		
Is there a food donation program?		
For eligible schools, is recess or free time scheduled before lunch?		
Are Nutrition Service providers and support staff trained on offer vs. serve policies?		
Can students serve themselves their desired portion size?		
Are students and staff regularly educated about how to help reduce wasted food?		

What are some ways you could support food waste reduction at your school?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

ENERGY CONSERVATION and CLIMATE MITIGATION

Energy Conservation Best Practices

	Yes	No
Are lights turned off when classrooms/offices are empty?		
Is electronic equipment (smart boards, computers, monitors) turned off at end of day?		
Are smart appliances, boards, and projectors in energy-efficient mode when possible?		
Are thermostats set for 68°F for winter months and 75°F for warmer months?		
Are heating/cooling vents uncovered and free of items that could block them?		
Are blinds closed at end of the day and opened in mornings to reduce need for heating?		
Does your school regularly educate students and staff about turning off lights and equipment?		
Does your school track energy usage?		
Does your school use any Energy Star or other energy-efficient appliances?		
Does your school use LED lights or other energy-efficient lighting?		
Does your school use timers for lights and other appliances?		

Climate Mitigation Best Practices

	Yes	No
Are there anti-idling signs in drop-off/pickup lanes?		
Are students and families regularly educated about impacts of idling?		
Are students encouraged to take school buses or public transportation when possible?		
Are there adequate bike racks available to students and staff?		
Are awareness or education events held during October (Walk-to-School Month) or May (Bicycle Month and Clean Air/Asthma Awareness Month)?		
Is there a safety committee that oversees walking routes, street crossings, and bicycle safety?		
Are incentives provided for students or staff members who walk, bike, or carpool to school?		

In what ways might your school reduce its energy usage and improve its climate mitigation strategies?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

WATER CONSERVATION

Indoor Water Conservation Best Practices

	Yes	No
Do faucets in all bathrooms have automatic shut-off?		
Do sink faucets have aerators to save water and improve water flow?*		
Is there a system in place for reporting leaking toilets and sinks, or to report standing water?		
Does your school regularly educate students and staff about reducing their water use?		
Does your school track its water usage?		

*To figure this out, request water flow bags from your Green Schools representative.

Outdoor Water Conservation Best Practices

	Yes	No
Does your school have any rain barrels?		
Does your school plant native or low-water plant species?		
Does your school water gardens and greenspaces in the late evenings or early mornings to reduce evaporation?		
Are there drip irrigation systems around school grounds?		

How might your school reduce its water usage or improve education efforts around water conservation?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

SCHOOLYARD STEWARDSHIP

Schoolyard Stewardship Best Practices

	Yes	No
Does your school regularly conduct schoolyard clean-up events?		
Does your school have an outdoor classroom or education trail?		
Does your school plant native plants, trees, and vegetation?		
Does your school have pollinator or vegetable gardens?		
Does your school refrain from using chemical pesticides, herbicides, and fertilizers, or uses only minimal chemicals when necessary?		
Does your school naturally manage stormwater? Bioswales or rain gardens and water management features like permeable surfaces allow rainwater to get into the soil. This helps to slow and filter the water before it enters local storm drains and streams.		
Does your school promote community engagement in outdoor projects? Prioritizing equitable access to green spaces and incorporating community voices helps promote stewardship efforts beyond school grounds.		
Does your school allow student access to “loose parts” for play and learning outdoors? Examples include stacking blocks, forts, musical features, ramps, and water or sand sensory features. Encouraging students and staff to spend time outdoors can help them connect with nature.		

How might you improve existing schoolyard features (gardens, green spaces, outdoor learning areas)?

Are there any new projects you want to explore that could improve your schoolyard?

What barriers might your school face when implementing the action(s) stated above?

Notes/Questions:

NEXT STEPS

Set measurable goals.

What are your top three goals for your school over the next three months? How will you know you reached these goals?

What are your top three goals for your school over the next six months? How will you know you reached your goals?

What support would be most helpful as you implement your goals?

What benchmarks are you planning to work towards this school year?

- | | |
|---|---|
| <input type="checkbox"/> Waste Reduction | <input type="checkbox"/> Energy Conservation and Climate Mitigation |
| <input type="checkbox"/> Recycling Collection | <input type="checkbox"/> Water Conservation |
| <input type="checkbox"/> Food Waste Reduction | <input type="checkbox"/> Schoolyard Stewardship |
| <input type="checkbox"/> Organics Collection | |

After completing this form share it with your Green Schools Program representative!



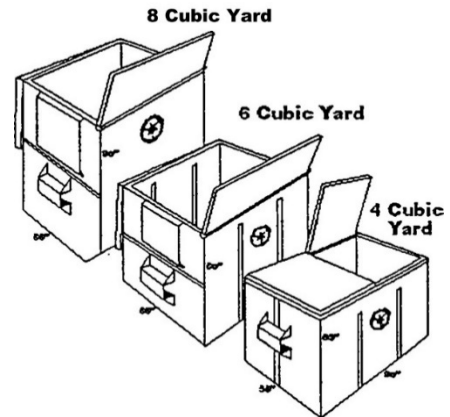
Outdoor garbage, recycling, and composting containers

Use this information to help you determine the volume of your outdoor collection containers. If your school has containers with dimensions not included on this sheet, contact your Green Schools representative.

Front Loaders

This is usually a stationary unit which must be approached by the garbage truck from the front.

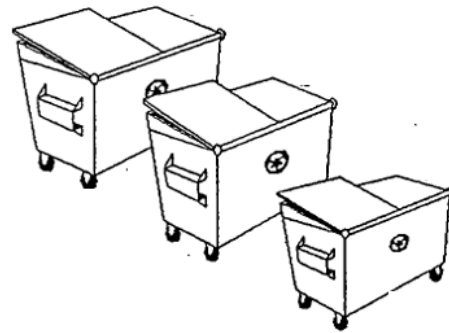
Length	Width	Height	Volume
6' 8"	4' 9"	5' 5"	4 cubic yards
6' 8"	5' 6"	5' 0"	6 cubic yards
6' 8"	5' 6"	6' 8"	8 cubic yards



Dumpsters

These containers usually have wheels.

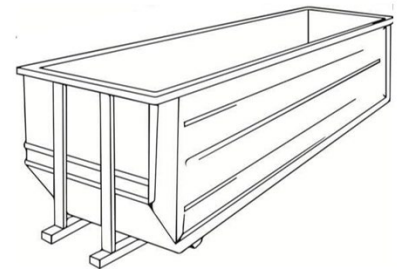
Length	Width	Height	Volume
8'	4' 8"	3' 10"	4 cubic yards
8'	5' 8"	4' 7"	6 cubic yards
8'	7' 0"	5' 6"	8 cubic yards



Oversize Dumpsters

These containers are usually in schools with very large student populations (over 1,000 students).

Length	Width	Height	Volume
23'	8'3"	8"	40 cubic yards



Toters/Roll Carts

These containers are usually 96 gallons but can be 65 gallons or less. They are usually used for organics collection.

Height	Volume (Gallons)	Volume (Cubic Yards)
3'10"	96	.5
3'6"	64	.3

