

SUSTAINABILITY CHECKLIST

Early education and care

Australian Children’s Education and Care Quality Authority – Element 3.2.3
Environmentally responsible – The service cares for the environment and supports children to become environmentally responsible.

WASTE	Action	Yes	No
	Ensure centre has co-mingled recycling – see commercial services form	<input type="checkbox"/>	<input type="checkbox"/>
	Source green waste bin service for garden and food waste – see commercial services form	<input type="checkbox"/>	<input type="checkbox"/>
	Use less paper, convert to electronic journals, email newsletters and re-use one-sided paper	<input type="checkbox"/>	<input type="checkbox"/>
	Re-use materials such as cardboard boxes, shredded paper, items for craft	<input type="checkbox"/>	<input type="checkbox"/>
	Set up green trays in the craft area for children to use one-sided paper as scrap paper	<input type="checkbox"/>	<input type="checkbox"/>
	Promote waste-free lunch days – see low waste lunch	<input type="checkbox"/>	<input type="checkbox"/>
	Purchase sustainable items like recycled paper towels and toilet paper	<input type="checkbox"/>	<input type="checkbox"/>
	Sign up to electronic subscriptions to reduce mail	<input type="checkbox"/>	<input type="checkbox"/>
	Conduct a waste audit, use our how to do a waste audit sheet	<input type="checkbox"/>	<input type="checkbox"/>
	Collect items such as toothpaste tubes and bread tags through TerraCycle and receive funding for your school	<input type="checkbox"/>	<input type="checkbox"/>
Use reusable plastic bags ie bread bags and freezer bags	<input type="checkbox"/>	<input type="checkbox"/>	
Recycle mobile phones, CDs and DVDs, smoke alarms, light globes and household batteries at Council’s admin building and various Libraries Mobile phones and accessories - Lake Macquarie City Council	<input type="checkbox"/>	<input type="checkbox"/>	
NSW EPA provide free Chemical Clean Out-drop-off days across the region	<input type="checkbox"/>	<input type="checkbox"/>	

WATER	Action	Yes	No
	Purchase water efficient appliances. Install tap aerators (\$5) or water efficient shower heads	<input type="checkbox"/>	<input type="checkbox"/>
	Educate children and staff how to save water (turning taps off, using half flush) etc	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure washing machines and dishwashers are full before cycles are run, wash clothes in cold water	<input type="checkbox"/>	<input type="checkbox"/>
	Add mulch to gardens	<input type="checkbox"/>	<input type="checkbox"/>
	Install a rainwater tank for gardening and sand play	<input type="checkbox"/>	<input type="checkbox"/>
	Install sensor, mechanical or push timers on taps suitable for children to use	<input type="checkbox"/>	<input type="checkbox"/>
	Repair water leaks	<input type="checkbox"/>	<input type="checkbox"/>
See Hunter Water for more ideas on saving water			

ENERGY

Action	Yes	No
Use a washing line to dry clothes rather than a dryer	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all computers, printers, photocopiers, air conditioners and lights are switched off at the end of the day and turn lights off at night and during outdoor play	<input type="checkbox"/>	<input type="checkbox"/>
Replace old light globes to efficient globes such as LED's	<input type="checkbox"/>	<input type="checkbox"/>
Install movement sensor lighting, ensure external security lights are on a sensor	<input type="checkbox"/>	<input type="checkbox"/>
Install solar panels and solar hot water or a heat pump – see guide for solar panels	<input type="checkbox"/>	<input type="checkbox"/>
Use a programmable timer to switch emptied fridges off out of hours over the weekends, and during holidays	<input type="checkbox"/>	<input type="checkbox"/>
Ensure staff and children dress appropriately for each season to save on heating and cooling costs	<input type="checkbox"/>	<input type="checkbox"/>
Only use an air conditioner when natural ventilation is inadequate, and ensure doors and windows are closed	<input type="checkbox"/>	<input type="checkbox"/>
Use a thermometer to ensure your air conditioner is efficient. The temperature should be 18-21°C in winter and 23-26°C in summer	<input type="checkbox"/>	<input type="checkbox"/>
Use door snakes and window seals to reduce draughts	<input type="checkbox"/>	<input type="checkbox"/>
Visit energysavings.gov.au for more energy saving ideas	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL

Action	Yes	No
Switch to environmentally friendly products and colour-coded reusable micro-fibre cloths to reduce cross contamination	<input type="checkbox"/>	<input type="checkbox"/>
Check out solar passive ideas for building at yourhome.gov.au/passive-design	<input type="checkbox"/>	<input type="checkbox"/>
Ensure any painting of the building is done with low or no VOC paint	<input type="checkbox"/>	<input type="checkbox"/>
Utilise sustainable organic gardening practices	<input type="checkbox"/>	<input type="checkbox"/>
Improve biodiversity by joining our Backyard Habitat for Wildlife program	<input type="checkbox"/>	<input type="checkbox"/>
Apply for a Community Environment Grants - Lake Macquarie City Council	<input type="checkbox"/>	<input type="checkbox"/>
Sign up to the Ecoadvocate newsletter for information on local events, competitions, giveaways, workshops, rebates and much more	<input type="checkbox"/>	<input type="checkbox"/>
Use natural items for play – move away from plastic, plant native plants	<input type="checkbox"/>	<input type="checkbox"/>
Seek the use of recycled materials for open ended play rather than the purchase of new packaged resources, for example pipes for water play	<input type="checkbox"/>	<input type="checkbox"/>