

Environmental Audit

All applicants for a Community Grant must either have an Environmental Policy or complete this Environmental Audit. If you do not have an Environmental Policy and are successful in receiving a grant it will be a condition that a policy is produced and submitted to the Council within 6 months of the date of your offer letter.

The aim of the checklist is to show how your organisation already makes or could make a contribution towards environmental issues within your community.

Please keep a copy of this form as it can be used to help produce an Environmental Policy.

Group Name:

Date completed:

We will	<i>Already doing</i>	<i>Will do this within 3 months</i>	<i>Will do this within 6 months</i>	<i>Will consider at next review</i>	<i>N/A to us</i>
1. WATER					
Ensure all taps are turned off fully					
Put up notices to remind people to turn taps off fully					
Install low flush toilets or install a water hippo <i>(www.hippo-the-watersaver.co.uk)</i>					
Check for and fix leaking taps or pipes quickly					
2. WASTE - Reduce, Re-use, Recycle					
Re-use materials and equipment, where possible					
Make separate bins available for different types of waste eg. paper, glass, cans					
Put up notices asking people to recycle their waste					
Provide a collection point for recycling mobile phones					
Use mugs instead of plastic cups					
3. ENERGY					
Switch off lights in parts of the building which are not being used					
Put up notices to remind to turn off lights					
Use low energy, long life light bulbs and/or slim-line fluorescent tubes					
Reduce heating levels rather than opening windows					
Ensure sound insulation of all boilers and pipe work					
Only heat rooms which are occupied					
Ensure good roof insulation					

3. ENERGY (cont'd)					
Install cavity wall insulation					
Insulate the hot water tank					
Replace old, inefficient kettles with fast boil alternatives					
Only boil the water we need, rather than filling the kettle every time					
Defrost fridges and freezers on a regular basis					
Switch to energy generated from renewable sources					

We will	<i>Already doing</i>	<i>Will do this within 3 months</i>	<i>Will do this within 6 months</i>	<i>Will consider at next review</i>	<i>N/A to us</i>
4. ICT					
Switch off computer screens rather than leave on stand by					
Display notices reminding users to turn off computers					
Use double sided printing for printers and copiers					
Provide a collection point for recycling toner/ink jet cartridges					
Use recycled paper					
5. MATERIALS & EQUIPMENT					
Purchase from local suppliers, where possible					
Use eco-friendly cleaning materials					
Buy energy efficient products					
6. ENVIRONMENT					
Plant trees and shrubs on spare spaces					
Provide bike racks to encourage cycling					
Display leaflets/posters promoting the use of public transport eg. bus timetables					
7. ANTHING ELSE					
Display leaflets on environmental/recycling issues					

Name: Signature:

Position on Committee: Date:

