



DATE _____

NAME OF ORGANISATION _____

NAME OF ORG. REP _____

VOLUNTEER NAME _____

Section	Question	Notes and Prompts
General details	Why are you interested in your organisation having a CommunityCheck? How did the organisation learn about the Project? Can we use your name on our website? Can we take photos? How would you like to receive the report?	Printed/electronic/both
1. Introduction	Can you briefly describe your organisations main activities? How many employees/volunteers do you have? How many people use your organisation every week? What are the working hours of your organisation? What are your busiest periods?	i.e. customers, users etc.
2.1 Buildings and Location	Is this a listed building? Has the building been renovated in the last 5 years? If so, did this incorporate reused or second hand materials? Has the building been refurbished in the last 5 years? If so, did this incorporate reused or second hand materials? Has the renovations been kept in line with the original design. Do you have any renovations planned for the future? Do you have any plans for a change of premises?	

Section	Question	Notes and Prompts
2.2 Access	<p>Does the building provide access and toilets for disabled people?</p> <p>Do you provide any facilities for the community?</p> <p>If not would it be possible?</p> <p>Do you have a range of groups involved in decision making at your organisation?</p>	<p>e.g. community hall, day centre, recycling facilities,</p>
2.3 Open Space and Wildlife	<p>Do you have a garden or green space?</p> <p>If so, do you have a wildlife or conservation area?</p> <p>Do you do anything to support local wildlife?</p> <p>Do you use any chemical pesticides and herbicides on the grounds?</p>	<p>e.g. bird feeding stations, bat boxes</p>
2.4 Alternative Purchasing	<p>Who is in charge of purchasing?</p> <p>What are your main purchasing considerations?</p> <p>Who are your main suppliers? (Are they local)</p> <p>Do you buy products made from recycled materials?</p> <p>Do you purchase food products for your organisation?</p> <p>If so are any of these:</p> <ul style="list-style-type: none"> • Fairtrade • Organic • Seasonal <p>Are any attempts made to minimise the amount of packaging that you receive?</p> <p>Does your organisation use packaging if it sells things?</p> <p>Is this recyclable/biodegradable?</p> <p>Who is your energy supplier?</p> <p>Do you purchase any green energy?</p>	<p>Quality, cost, environment, distance</p> <p>Toilet paper, hand towels, pencils</p> <p>e.g. Bulk buying</p>

<p>2.5 Transport</p>	<p>Is your staff recruited locally? Does your organisation own any vehicles? What type of fuel do they use? On average how many times do you use the vehicle a week? Are any efforts made to combine/minimise these? How do staff, volunteers, users and customers travel to the organisation? Is your organisation easily accessible to pedestrians? Does your organisation encourage sustainable transport?</p>	<p>How often used and what for? e.g. cycle racks, car sharing, travel plan</p>
<p>3.1 Harmful Substances</p>	<p>Who does the cleaning for your organisation? Have they got COSHH training? Are any harmful substances kept on site? Where and how are these stored? Do you use any environmentally friendly cleaning products? If not, what are the barriers to using such products? Do you use any aerosols?</p>	<p>Care of Substances Hazardous to Health Cleaning materials e.g. bleach, Weed Killer, Solvents Labelled in a locked cupboard e.g. Ecover</p>
<p>3.2 Waste</p>	<p>Who is your waste contractor? Do you pay for waste disposal – if so how much per collection? How many general waste bins do you have and what size are they? How often are they collected? What % of your general waste bin is filled each week? How many recycling bins do you have and how often are they collected? What % of your recycling bin is filled each week? (CONTINUED OVER THE PAGE)</p>	

	<p>Does the building have any draught proofing? If so, what?</p> <p>Is the building insulated?</p> <p>Are the hot water tanks/pipes lagged?</p> <p>Does the building have air conditioning? If so, how often is it used?</p> <p>Do you ever use portable heaters?</p>	<p>Insulated tubing to reduce heat loss</p>
<p>3.4</p> <p>Energy Efficiency</p>	<p>When did you have your last lighting refit?</p> <p>Do you have any of the following energy efficient lighting measures in place?</p> <p>Energy efficient light bulbs Sensors/Timers</p> <p>Light tubes Dimmers</p> <p>How often do you clean your light fixtures and fittings?</p> <p>When you purchase new equipment do you look at the energy efficiency rating?</p> <p>Are lights and electrical equipment turned off when not in use?</p> <p>Is your equipment PAT tested?</p> <p>Do you have any energy saving measures in place? (E.g. Hibernate function on computers)</p>	<p>Portable Appliance Testing –safety checks on portable electrical equipment.</p>
<p>3.5</p> <p>Water</p>	<p>When were the toilets/urinals last refitted?</p> <p>How many taps, toilets and urinals are there in the building?</p> <p>Do you have any measures in place to reduce water consumption?</p> <ul style="list-style-type: none"> • Push taps • Flow restrictors in toilets e.g. hippos • Sensors/timers on urinals • Hosepipes and flow adjustor valves? <p>Are there any measures in place for water conservation?</p> <p>Do you have a water meter? If so, how often is it read?</p>	<p>e.g. water butts, full capacity washing machines</p>

<p>4.1 Knowledge and Good Practice</p>	<p>Is there a person responsible for environmental issues? Is there an environmental plan? If so, what has been done so far? Do you receive any environmental support material/post? Would your organisation be interested in setting up an Environmental Management System? Is your organisation linked with a professional/trade/discipline body?</p>	
<p>4.2 Procedures, Policies and Instructions</p>	<p>Does your organisation have written policies for:</p> <ul style="list-style-type: none"> • Waste and resource minimisation • Transport • Sustainable Purchasing • Water use • Energy use <p>Does resource use and waste feature on the agenda at management meetings? How frequently are your fire and first aid emergency procedures checked and updated?</p>	
<p>4.3 Environment al Records</p>	<p>Does your organisation keep records of:</p> <ul style="list-style-type: none"> • Waste produced • Energy used • Vehicle movements <p>Are utility bills monitored? If yes, to what extent? Are records kept of maintenance work? Would you need to know about special and controlled waste and oil storage regulations/procedures required?</p>	

<p>4.4 Management and Training</p>	<p>Describe the extent to which new staff are inducted:</p> <ul style="list-style-type: none"> • Are there written procedures and instructions? • Does induction include an introduction to waste, water and energy usage? <p>Are any members of staff/volunteers involved in training schemes/professional development?</p> <p>Are staff/volunteers offered opportunities to take part in environmental/sustainability training?</p> <p>If such training were easily available, would you be interested in taking part?</p> <p>Are there any opportunities for volunteering with your organisation?</p> <p>Do you provide opportunities for work experience placements?</p>	<p>NVQ, Health and Safety</p>
<p>4.5 Taking Initiatives</p>	<p>Are efforts made to raise staff and customer environmental awareness?</p> <p>Does your organisation sponsor a charity? (If yes please expand)</p> <p>Does your organisation work with environmental groups or community organisations?</p>	

Finally, find out if the organisation is interested in us researching a particular area e.g. looking into recycled hand towels, or locally made bird boxes.

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Walk about

When walking around the organisation things to be aware of include:

Building – location, degree of fit with local surroundings

Outside – look for litter, smell, unsightly waste

Harmful substances – look for stains, obvious signs of spillage, past leaks

Waste – look in waste bins, recycled bins – check being used correctly.

Heating – check thermostat controls, feel radiators,

Lights/electrical equipment – are these left on in rooms that are empty, are computer monitors on

Taps sinks and toilets – make a note of these i.e. numbers etc, any taps left on, leaks.

Taking Initiatives – look for notice signs encouraging people to switch off lights/turn off taps.