



## How to lead a Green School building tour

### What is it?

A Green School building tour is an opportunity for you to share what makes your school “green” by highlighting waste reduction and recycling, energy conservation, water conservation and pollution prevention, transportation, and healthy school practices at your school.

### How can you lead a successful tour?

Schools can plan a successful Green School Building tour by following the simple process outlined below.

#### **LEARN about the sustainable practices in place at your school**

- Interview school architects and designers about the green features in your school building. Ask them to share drawings, diagrams, prototypes, or other materials about the school.
- Ask school administrators, district building maintenance employees, teachers, and school custodians as well as staff and student Green Team leaders to learn about conservation practices already in place at your school.
- If your school has been recognized as a King County Green School, see your school’s success story on the King County Green Schools Program website.
- Create an outline summarizing your school’s conservation practices and green features.

#### **ORGANIZE to determine who will lead tours, develop a script, and schedule tours**

- Determine who will guide the tour. Will it be self-guided, student and/or staff led? Answer the following questions to find out.
  - Who (students? staff members? parents? others?) would benefit from learning more about the school’s green features?
  - When could the tours occur (during a specific class or advisory period, open house, parent night, after-school program, etc.)?
  - What is a reasonable length of time (15, 20, 30, 45 minutes) for a tour?
  - Who is available to lead tours at the selected time(s) and for the length of the tour?
- Create a script based on answers to above questions. Include information on the following.
  - What school features, areas, and practices will be highlighted? See examples on p. 2.
  - What visuals, graphics, or interactive materials could be part of each stop in the tour?
  - What information will be shared at each stop along the tour?
- Plan and conduct a test run with Green Team members, teachers, staff members, and/or parents. Make improvements based on their feedback.
- Collaborate with school leadership to schedule the tours (ideally every year at the same time).

**SHARE** successful school conservation practices and features with visitors and your school community. If your school has been recognized as a King County Green School, show the school's banner.

**Show waste reduction and recycling practices**

Examples may include the following. See the [Waste Reduction and Recycling Best Practices Guide](#).

- Indoor and outdoor bins to collect recyclable and compostable materials (if applicable). Include classrooms, offices, cafeteria/lunch area(s), kitchen, and other common areas
- Signs promoting proper sorting of recyclable and compostable materials
- Waste reduction practices
  - Classroom G.O.O.S. (good on one side) boxes to conserve paper
  - Office supply reuse areas
  - Durable trays, serving-ware, or utensils in cafeteria, lunch area, staff break area
  - Dishwashers in kitchen
  - Share Table areas and signs
  - Food donation
  - Water bottle filling station
  - Signs promoting waste prevention practices
  - On-site composting system or worm bins

**Point out energy conservation features and successes**

Examples may include the following. For more examples, see [Energy Conservation Best Practices Guide](#).

- Motion activated lights and timers
- Energy saver settings for electronic equipment
- [Daylighting](#)
- Energy-efficient lighting fixtures, appliances, or heating/cooling equipment
- [Energy Use Intensity \(EUI\)](#); [Calculating a Building's EUI](#)
- Building envelope – preventing unintended air movement, heat, and cooling loss

**Feature water conservation and pollution prevention successes**

Examples may include the following. For more examples, see [Water Conservation Best Practices Guide](#).

- Automatic or motion activated faucets, faucet aerators
- Water filtration system
- Outdoor sprinkler timer systems
- Rain garden or bioswale
- Native plant garden

**Summarize transportation practices used by your school's students, parents, and staff members**

Examples may include the following. For more examples, see [Transportation Best Practices Guide](#).

- School buses
- Public transportation
- Bicycling and walking to school (*and show bike racks or storage areas*)
- Carpooling by parents or employees (*and show designated parking for carpoolers*)

**Highlight healthy school practices**

Examples may include the following. For more examples, see [Healthy Schools Best Practices Guide](#).

- Green cleaning products and procedures
- Pesticide-free school garden
- Physical activity offered to all students as part of the regular school day
- No-idling zone policies enforced on school grounds