

## *Svona gerum við – Vi lærer af hinanden*

### *A checklist for nursery school and industrial company*

#### **1. GENERAL INFORMATION ON THE COMPANY OR INSTITUTION**

Name of the company or institution:

Name of interviewee:

Type of company:

- Institution
- Industrial company
- Other type of company; which?

Number of employees:

- Between 1 and 10
- Between 11 and 100
- More than 100

Name of interviewer:

Date of interview: YY/MM/DD

	yes	no	partly	doesn't apply
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#### **2. GENERAL ENVIRONMENTAL WORK**

2.1.	Has a project plan been made for environmental issues?				
2.2.	Does the company use green accounting methods?				
2.3.	Has an employee, one or several, been assigned to environmental issues?				
2.4.	Have employees had introduction or information on environmental issues?				
2.5.	Does the company have an environmental strategy?				
2.6.	Does the company intend to seek environmental certification?				
2.7.	Does the company have an environmental management system (e.g. ISO 14001, EMAS, Miljøfyrtårn, etc.)				

Notes:

	yes	no	partly	doesn't apply
<b>3. WASTE</b>				
3.1. We sort and return for recycling the following categories of waste:				
• Paper				
• Cartons from liquid containers (e.g. milk, other than plastic)				
• Cardboard				
• Metals				
• Tin cans and bottles				
• Batteries and car batteries				
• Oil waste				
• Other, which?				
3.2. Is there a systematic registering of annual waste amounts from the company?				
3.3. Does the company have a plan for reducing amount of waste?				
3.4. Is the sorting system for waste clear and accessible to all employees?				
Notes:				
<b>4. ENERGY</b>				
4.1. Are lights only switched on when required?				
4.2. Are there ecobulbs in more than half the number of lights?				
4.3. Have any other energy saving measures been implemented?				
4.4. Does electricity and heat come from renewable sources?				
4.5. Is there systematic registration of annual energy usage in the company?				
4.6. Are there instructions regarding energy saving methods for the employees on the work site?				
Notes:				
<b>5. TRAVEL AND TRANSPORT</b>				
5.1. Are there some measures taken to encourage people not to leave a car engine running while stopping outside the company's building? Could for example be a sign with „Please turn off engine”.				
5.2. Does the company encourage employees to use public transport by taking part in the cost?				
5.3. Are there bicycle stands at the worksite?				
5.4. Do employees co-use cars on their way to work?				
5.5. Do the company cars run on petrol?				
5.6. Do the company cars have nail-free winter tires?				
5.7. Do company cars have battery chargers?				
Notes:				

		yes	no	partly	doesn't apply
<b>6. PURCHASING AND MATERIAL USE</b>					
6.1.	Is there emphasis on buying environmentally labelled products when possible?				
6.2.	Does the company attempt to buy products that cause minimal pollution?				
6.3.	Does the company avoid buying single-use products?				
6.4.	When purchasing new electrical devices, (e.g. computers), does the company use energy efficiency as a criteria for choosing?				
6.5.	Are domestic or local products chosen when possible?				
6.6.	Is packaging kept at a minimum when purchasing goods?				
6.7.	Are there instructions for employees regarding environmental issues when choosing products?				
Notes:					
<b>7. COLD WATER AND WASTEWATER</b>					
7.1.	Is the company's water usage registered systematically on an annual basis?				
7.2.	Is there an awareness not to waste water, for instance by not running water unnecessarily and by repairing leaky faucets?				
7.3.	Are there necessary measures taken to ensure that harmful waste doesn't enter the sewage system?				
7.4.	Is the use of cleansing agents kept at a minimum?				
7.5.	Do you use environmentally labelled cleansing agents?				
7.6.	Are there instructions for the employees regarding water usage?				
Notes:					
<b>8. EXTERIOR SURROUNDINGS</b>					
8.1.	Are the buildings well maintained?				
8.2.	Are the company grounds and access venues tidy and attractive?				
8.3.	Is there good shelter from wind on the company grounds?				
8.4.	Is there regular cleansing of rubbish on the company grounds and parking lot?				
Notes:					
<b>9. WORK ENVIRONMENT</b>					
9.1.	Are there flowering plants in the company?				
9.2.	Is the company a smoke free area?				
9.3.	Is there good air-conditioning in the company?				
9.4.	Are efforts made to nurture a positive atmosphere and work morale?				
Notes:					
<b>10. ENVIRONMENTAL EDUCATION IN NURSERY SCHOOL</b>					
9.1.	Is there special emphasis on environmental education for the children?				
Notes:					