

RECYCLING TEAM BASICS

PRINCIPAL

- Designates recycling coordinator and broad-based team
- Submits SERT Action Plan
- Announces to entire staff the name of recycling coordinator
- Provides support and recognition to the recycling team
- Schedules a meeting between recycling coordinator and building service manager to coordinate recycling efforts
- Makes recycling an agenda item for staff meeting(s)

COORDINATOR

- Checks the recycling website (<http://www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/recycling.aspx>) for school's collection pick-up days
- Develops a recycling collection routine with students
- Coordinates with building service manager for collection plan if students are not involved
- Communicates with entire school (via e-mail or morning announcements) offering assistance in recycling matters (First communication – Do you have recycling bins?)
- Compiles recycling bin needs and submits to building service manager
- Develops an in-house communication plan for building occupants to increase their awareness of the program by using—
 - private school folders
 - e-mails
 - morning announcements
 - public service announcements

BUILDING SERVICE MANAGER

- Knows the recycling pick-up days and requests more if needed, through Maximo
- Coordinates and places the order for more bins, through Maximo
- Develops (with the coordinator) a working plan for any assistance needed to successfully collect recycling from classrooms, including
 - student assistance
 - teachers placing bins in hallway
 - after-hours collection

