

School: _____

Date: _____

Guide Reference: Step 3: Understand your school

Objective: Collect useful information that you will need to develop your sustainability strategy.

The toolkit should be used in conjunction with the Sustainability Guide available on the [QIS BGA website](#). Refer to the Sustainability Guide for further instruction and commentary on how to use this tool to establish your schools' sustainability strategy.

COLLECT INFORMATION ABOUT YOUR SCHOOL

☐ Site Plan

Record notes and details here:

☐ As built drawings

Record notes and details here:

☐ Bills and readings

Record notes and details here:

☐ Metering

Record notes and details here:

☐ Appliances

Record notes and details here:

☐ Sustainability initiatives

Record notes and details here: