

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: