

Club House Environmental Action Plan (example)

Responsible: Maggi

Last update done on Sept 18th done by Paul

Log Ref	Focus Area	Reason / motivation	Cost/ Priority	Action / Description	Due Date	Status	Responsible Person	Documentation/ Comment
1	Education	Check on environmental sensitive areas	Low cost	Provide information on notice board and website about local eco-systems or environmental phenomena	June	Done	Maggi	
2	Education	Information board required with various info	Low cost	Provide information board	June	Done	Maggi	Include code of conduct, environmental policy, environmental info, environmental activities, emergency plan, safety precautions
3	Education	Provide Code of Conduct	Low cost	Provide a copy of the Code of conduct on the notice board and	Aug	On track	Maggi	
4	Education	Blue Flag Info to be provided	Low cost	Include Blue Flag info onto info board	Aug	Concern	Maggi	
5	Education	At least three environmental activities need to be implemented	Low cost	Plan and implement three activities over the next year	Long Term	On track	Maggi	
6	Education	Offer Blue Flag for Boat owners		Get more information about the national blue flag for boats prior to offering it	Long Term	Not able to pursue yet	Maggi	
7	Management	Compile a blue flag / environmental committee to implement the enviro management system, education activities and eco audits	Low cost, BF	Compile a blue flag / environmental committee. Ensure that you keep copies of the minutes of the meetings and link it to this logbook, which needs to be continuously updated	ASAP	Done	Paul	Include manager, maintenance team, as well as representative from boat owners.
8	Waste	Containers must be in place for storage of hazardous waste	Medium cost, High priority	Provide safe, secure facilities for haz waste, include CFL, fluorescent lights, oil,	June	Done	Stephan	

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9	Waste	Waste oil acceptance, storage, disposal	Medium cost, high priority	Provide a bunded storage facility for used oil storage, develop formal, documented procedure for disposal	June	URGENT	Stephan	
10	Waste	Provision of adequate bins	Medium cost, High priority	Quantity and location points of bins are adequate. Consider expansion to twin-bin recycling system.	May	On track	Stephan	Refer to item 11
11	Waste	Provision of facilities for receiving recyclable waste materials	Medium cost, High priority	Implementation of a recycling system	May	On track	Stephan	Busy sourcing appropriate bins for recycling
12	Waste	Bilge water pumping facilities	high cost, low priority; guideline criterion	Establish a suitable facility including capability to separate water and oily residues	October	On track	Stephan	
13	Waste	Toilet tank waste reception facilities must be present		Facility is available and is used to service houseboat fleet. Conservancy tank contents are disposed of into municipal sewer system	October	Concern	Stephan	
14	Management	Ensure that buildings and marina are well maintained	Maintenance	Ensure that buildings and marina are well maintained	Ongoing	Ongoing	Paul	
15	Management	Use environmental friendly products for cleaning and pest control		Use environmental friendly products for cleaning and pest control	Ongoing	Concern	Paul	e.g. Starbrite range of marine care products.
16	Management	Provision of adequate toilet facilities and well signposted	Low cost, medium priority	Toilet facilities need to be well signposted. Improve signage	June	Done	Paul	
17	Management	No pollution may enter the surrounding areas (land or sea)		Ensure that boat repairing and washing areas are well maintained. Implement regular sweeping protocol on hard area. Consider	Ongoing	On track	Paul	Ensure system in place

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18	Safety	Adequate lifesaving equipment needs to be provided within 200m from any point and well signposted	medium, high priority	Procure and install lifesaving equipment and signage	November	On track	Suzy	
19	Safety	Adequate fire fighting equipment needs to be provided within 200m and well signposted	medium, high priority	Procure and install fire fighting equipment and signage	December	Concern	Suzy	
20	Safety	Adequate first-aid equipment needs to be provided within 200m and well signposted	medium, high priority	Procure and install first-aid equipment and signage	January	Concern	Suzy	
21	Safety	Produce an emergency plan in case of pollution, fire or other accidents	Low cost, medium priority	Produce an emergency plan in case of pollution, fire or other accidents and provide: 1.people to contact, 2. Involvement of administration, 3. procedure for evacuation of people, 4. procedure of public warning	February	On track	Suzy	
22	Safety	Ensure that safety precautions are clearly posted for visitors	Low cost, high priority	Ensure that safety precautions are clearly posted for visitors	June		Suzy	
23	Energy	Lights on permanently in areas which are only occupied occasionally	medium cost , medium priority, savings achievable	Retrofit infrequently occupied areas (stores, offices, toolrooms, concession offices) with occupancy sensors and day/night sensors	June		Stephan	
24	Energy	Inefficient lamps on walkways. Electrical service points are equipped with Osram square CFL 16W/835/2p.	medium cost , medium priority, savings	Consider retrofit with modern CFLs for extended life span and lower unit cost.	June		Stephan	

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25	Energy	Hot water cylinder in Marina Office. Hot water only used for washing up.	low cost, high priority, savings	Install electric faucet for on-demand water heating. Switch off HWC (electric geyser)	Oct		Stephan	
26	Energy	Marina office natural light levels too low, even on bright days, lights on in daytime	High cost, medium priority, reduce unnecessary electricity usage	Increase access to natural daylight by installing skylight.	June		Stephan	
27	Energy	Provide information for the conditions of use of water / electr for boats, as well as efficient use	Appropriate signage for all power boxes in marina	Appropriate signage for all power boxes in marina	Jul		Stephan	
28	Water	Information about water saving should be made available. The use of self closing water devices should be encouraged. Water use should be monitored on an on-going basis.	Low cost	Appropriate notices on access gates to walk-ons, in bathrooms, office, website	September		Stephan	
29	Water	Ensure that all hosepipes used on the marina and on boats are equipped with nozzle having an automatic shut-off mechanism.	low cost, high priority	Inspect, identify non-compliant nozzles, Follow-up. Regular (monthly) check. Training, communication.	September		Stephan	
30	Water	Install aerated, low flow (<10LPM) faucets and showers in bathrooms and toilets	Medium cost, savings	Save on water and heating costs	June	Done	Stephan	
31	Water	Installation of waterless urinals	Medium cost. Save water	Purchase and install waterless urinals	June	Done	Stephan	

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32	Waste	Establish facility to receive and store hazardous waste. Ensure that haz-waste is removed and appropriately disposed of by competent contractor	Medium cost.	Provide formalised, documented process for managing used oil and diesel (haz waste) Secure, bunded storage - Labelling, signage, training, communication	July		Stephan	
33	Waste	Treat expired CFLs and fluorescent tubes as hazardous waste	Low cost.	Provide bin / container for CFL lamps. Establish formalised documented procedure for transportation to and disposal at appropriate site	Oct		Stephan	Staff awareness and training. Integrate with Club Mykonos.
34	Water	Water must be visually clean through on-going management.	On-going maintenance	Daily inspection and remove any debris	On-going	Concern	Stephan	Still not sorted out - please follow up
35	Management	Sub-metering of water and electricity usage		Consider implementation of sub-metering to provide near-real-time precise monitoring of electricity and water consumption.	June		Paul	e.g. monitor consumption for each jetty, A,B,C, Office, Workshed, Hard area.
36	Management	Monitoring of water and electricity consumption		Monthly consumption is charted to measure progress and monitored to detect and respond pro-actively to trends and spikes	On-going, monthly		Paul	