

3.2 WALKTHROUGH WORKSHEET

This option for conducting the waste audit consists of visually sampling the waste stream and recording types and frequency of waste found in receptacles.

- You will want to check with the janitorial staff to schedule the audit at a time of day when building receptacles are all at their fullest.
- You should need no more than two or three people to conduct the audit, depending on the size of the building and number of building waste receptacles.

Auditors should complete a walkthrough of the entire building, checking and recording the contents of a sample of waste receptacles, including desk-side receptacles. Place a checkmark for each material that you are able to visually observe in the receptacle and place a volume by percentage in the appropriate box. Each category should designate a certain type of trash container (i.e. desk side containers, lunch/break room, warehouse, central). You should not have to actually handle or even touch the garbage. Remember this is just an estimate to gain a general idea of the types and amounts of waste being disposed of. Be sure to take notes.

After completing the walkthrough and recording your findings, you should tally the checkmarks for each material enabling you to see which wastes were found most frequently throughout the building. For example, "white office paper was found in 5 out of 6 building waste receptacles." This information will help determine the types and amounts of wastes you could reduce and help you decide which materials you will recycle.

Category 1: Desk side Containers

<u>Material</u> Visual Estimate (%)	Waste Receptacle (1)	Waste Receptacle (2)	Waste Receptacle (3)	Waste Receptacle (4)	Waste Receptacle (5)	Waste Receptacle (6)
<input type="checkbox"/> Cardboard (%)						
<input type="checkbox"/> Chipboard (%)						
<input type="checkbox"/> Newspaper (%)						
<input type="checkbox"/> Aluminum Cans (%)						
<input type="checkbox"/> Glass Containers (%)						
<input type="checkbox"/> Plastic (PETE) Bottles (%)						
<input type="checkbox"/> Mixed paper (%)						
<input type="checkbox"/> Magazines (%)						
<input type="checkbox"/> Film Plastics (Shrink wrap)						
<input type="checkbox"/> Other (%)						
<input type="checkbox"/> Other (%)						

Category 2: Kitchen / Break Room

Material Visual Estimate (%)	Waste Receptacle (1)	Waste Receptacle (2)	Waste Receptacle (3)	Waste Receptacle (4)	Waste Receptacle (5)	Waste Receptacle (6)
<input type="checkbox"/> Cardboard (%)						
<input type="checkbox"/> Chipboard (%)						
<input type="checkbox"/> Newspaper (%)						
<input type="checkbox"/> Aluminum Cans (%)						
<input type="checkbox"/> Glass Containers (%)						
<input type="checkbox"/> Plastic (PETE) Bottles (%)						
<input type="checkbox"/> Mixed paper (%)						
<input type="checkbox"/> Magazines (%)						
<input type="checkbox"/> Film Plastics (Shrink wrap)						
<input type="checkbox"/> Other (%)						
<input type="checkbox"/> Other (%)						

Category 3: Other

Material Visual Estimate (%)	Waste Receptacle (1)	Waste Receptacle (2)	Waste Receptacle (3)	Waste Receptacle (4)	Waste Receptacle (5)	Waste Receptacle (6)
<input type="checkbox"/> Cardboard (%)						
<input type="checkbox"/> Chipboard (%)						
<input type="checkbox"/> Newspaper (%)						
<input type="checkbox"/> Aluminum Cans (%)						
<input type="checkbox"/> Glass Containers (%)						
<input type="checkbox"/> Plastic (PETE) Bottles (%)						
<input type="checkbox"/> Mixed paper (%)						
<input type="checkbox"/> Magazines (%)						
<input type="checkbox"/> Film Plastics (Shrink wrap)						
<input type="checkbox"/> Other (%)						
<input type="checkbox"/> Other (%)						

