

Auditing the building's waste and recycling containers can help you assess compliance with the recycling program and improve your diversion rate. You can also make adjustments to services that save money. Use the checklist to conduct the audit. Note: Only consider non-medical waste for this container audit.

WASTE AND RECYCLING CONTAINER AUDIT				
Audit conducted by				
Date(s)				
Service provider(s)				
Description of services				
Hauling/pick-up schedule				
Item	OK	Not OK	Notes or Action Required	
Common areas have adequate waste and recycling containers				<i>Example: Add recycling container near west elevator bank</i>
Common areas have recycling signage				
Waste and recycling containers in common areas properly used				<i>Example: See above. Recycling near west entrance overflowing. Need recycling at elevators.</i>
Tenant or department spaces have adequate waste and recycling containers				
Tenant or department spaces have recycling signage				
Waste and recycling containers in tenant or department spaces properly used				

Waste and recycling dumpster area orderly and clean			
Waste and recycling dumpsters do not contain e-waste/bulk items			
Waste dumpsters not overflowing			
Waste dumpsters full on pick-up day(s)			Example: Reduce number of pick-ups from 3x/week to 2x/week
Waste dumpsters do not contain recycling			Example: Train porter and cleaning staff
Recycling dumpsters not overflowing			
Recycling dumpsters full on pick-up day(s)			
Recycling dumpsters do not contain waste			

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Paragraph summarizing your audit and findings