Building walk-through worksheet

School recycling toolkit

Conducting a building walk-through can help you identify the types of material to target for waste reduction and recycling. It will also help you anticipate your needs.

[School name]

Hauler information

Hauler:

Contact:

Phone & email:

Materials currently collected

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of material \***  (Trash, cardboard, comingled recycling etc.) | **Container capacity**  (Specify yards or gallons) | **Frequency of collection** | **Day(s) of collection** |
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\*Note: If the recycling is sorted and collected by material type, list each material, the container capacity, frequency, and day of collection for each.

Building walk-through worksheet for [SCHOOL NAME]

Bin location

Create a map showing the location of all the recycling and waste bins on the building and grounds. Be sure to include:

* All the classrooms, hallways, cafeteria, kitchen (back of house), offices, copy rooms, library, gymnasium, pool, outdoor stadiums/sporting fields, auditoriums and any other rooms found in your school.
* Identify any high traffic areas
* Quantity and type of all existing recycling and trash bins.

How are the bins collected?

Document your current collection process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location and bin type(s**) | **Who empties the bin?** (Custodians, volunteers, teacher etc.) | **How often are the bins emptied?**  (As needed, daily, weekly, etc.) | **When are the bin emptied?**  (Enter day or days of week) | **Other details** |
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Event recycling

Does your school have a protocol for recycling at school events? If so, document it here.

Other information

Document any other information about your current recycling program