

Workplace Waste Audit Worksheet

Number of Employees in Office =							
Duration of Waste Audit (e.g., 1 day, 1 week, 1 month) =							
OFFICE WASTE	# OF ITEMS	WEIGHT	% OF TOTAL WASTE (BY WEIGHT)	WASTE ALTERNATIVE?			
				REDUCE	REUSE	RECYCLE	COMPOST
COMMONLY RECYCLABLE							
Aluminum Packaging							
Aseptic Containers							
Gable-Top Containers							
Glass Bottles & Jars							
Plastic #'s 1, 2, 3, 4, 5, and 7							
Steel / Tin Bottles & Cans							
Recyclable Paper							
Cardboard							
RECYCLABLES TOTAL							
COMPOSTABLES							
Food Waste							
Non-Recyclable Paper							
COMPOSTABLE TOTAL							
OTHERS							
Textiles							
Electronics							
Other Metals							
Other Glass							
Other Plastic							
Other							
OTHERS TOTAL							
TOTAL ALL CATEGORIES							
Note: To calculate "% of Total Waste (by weight)" for each category, divide the weight of a category by the "Total All Categories" weight and then multiply by 100.							

Results

BY WEIGHT	PER DAY	PER WEEK	PER YEAR
Total Office Waste			
Total Office Waste Per Person			
Recyclables			
Compostables			
Other			