

## For the Workplace: Waste Audit Worksheet

Number of Employees in Office =							
Duration of Waste Audit (e.g., 1 day, 1 week, 1 month) =							
WORKPLACE WASTE	# OF ITEMS	WEIGHT	% OF TOTAL WASTE (BY WEIGHT)	WASTE ALTERNATIVES?			
				REDUCE	REUSE	RECYCLE	COMPOST
<b>Recycling: Stick With The Six</b>							
Paper							
Flattened Cardboard							
Plastic Bottles & Containers							
Glass Bottles & Jars							
Metal Food & Beverage Cans							
Food & Beverage Cartons							
<b>TOTAL RECYCLING</b>							
<b>Beyond the Blue Bin Recycling</b>							
Plastic Bags & Film							
Textiles							
Electronics							
Batteries &/or Lightbulbs							
<b>TOTAL</b>							
<b>Compostable</b>							
Food Waste							
Non-recyclable paper (napkins/paper towels)							
<b>TOTAL COMPOST</b>							
<b>Landfill</b>							
Styrofoam							
One-Time-Use-Disposables (Coffee cups, plastic utensils, paper plates and napkins)							
Other							
<b>TOTAL LANDFILL</b>							
<b>TOTAL ALL CATEGORIES</b>							
<b>Note:</b> 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 Workplace Waste			
Total Workplace Waste Per Person			
Recyclables			
Compostables			
Other			