

Waste Management Self-Assessment

This self-assessment form is ideal for small- to medium size entities. Due to the detailed information required, it is not recommended for large entities such as businesses, municipalities or universities that have multiple large buildings. In these cases, an on-site visit and assessment are recommended.

A successful recycling program has high awareness and participation and low contamination. To achieve this, your program must have strong leadership, infrastructure, logistics and communication. It must also take a holistic approach by addressing every material stream your organization needs to dispose, and by implementing waste reduction policies and practices.

Please provide the following information about your organization. We will contact you with any additional questions and provide a follow-up report outlining our recommendations. Turnaround time for the follow-up report is approximately two weeks from date of form submission. If you have any questions, please contact [Matt Riggs](#), (816) 701-8313.



Please note: the term “recycling” as used in this assessment is defined as cans, paper, cardboard and plastic bottles and containers.

1. **Organization name:**
2. **Contact name:**
3. **Contact email:**
4. **Contact phone:**
5. **How did you hear about [Recycle More At Work](#)?**
6. **What classification best describes your organization?**

<input type="checkbox"/>	Business
<input type="checkbox"/>	Non-Profit
<input type="checkbox"/>	Government
<input type="checkbox"/>	School
<input type="checkbox"/>	Church
<input type="checkbox"/>	Other (please describe):

7. **Number of employees?**
8. **Number of volunteers (if applicable)?**
9. **Number of people served (customers/clients/residents/students/congregants)?**
10. **Does your organization occupy a single- or multi tenant building?**
11. **If multi-tenant, how many floors does your organization occupy?**

12. If single tenant, what are the number and type of buildings your organization occupies?

Building Types (office, warehouse, maintenance, etc.)	Number	Notes

13. What are the number and types of rooms in your building(s)?

Building 1 Name:						
Room Types	Number	Currently has trash bin(s)?		Currently has recycling bin(s)?		Notes
		Yes	No	Yes	No	
Lobbies/Seating Areas						
Meeting Rooms						
Offices/Cubes						
Copy Rooms						
Restrooms						
Break Rooms/Kitchens						
Cafeterias						
Main Hallways						
Fitness Centers						
Storage Rooms						
Janitor Closets						
Bldg. Maintenance						
Loading Docks (include # of doors)						
Classrooms						
Gymnasiums						
Locker Rooms						
Theaters						
Libraries						
Multi-Purpose						
Warehouses						
Other (describe)						

Building 2 Name:						
Room Types	Number	Currently has trash bin(s)?		Currently has recycling bin(s)?		Notes
		Yes	No	Yes	No	
Lobbies/Seating Areas						
Meeting Rooms						
Offices/Cubes						
Copy Rooms						
Restrooms						
Break Rooms/Kitchens						
Cafeterias						
Main Hallways						
Fitness Centers						
Storage Rooms						
Janitor Closets						
Bldg. Maintenance						
Loading Docks (include # of doors)						
Classrooms						
Gymnasiums						
Locker Rooms						
Theaters						
Libraries						
Multi-Purpose						
Warehouses						
Other (please describe)						

Building 3 Name:						
Room Types	Number	Currently has trash bin(s)?		Currently has recycling bin(s)?		Notes
		Yes	No	Yes	No	
Lobbies/Seating Areas						
Meeting Rooms						
Offices/Cubes						
Copy Rooms						
Restrooms						
Break Rooms/Kitchens						
Cafeterias						
Main Hallways						
Fitness Centers						
Storage Rooms						
Janitor Closets						
Bldg. Maintenance						
Loading Docks (include # of doors)						
Classrooms						
Gymnasiums						
Locker Rooms						
Theaters						
Libraries						
Multi-Purpose						
Warehouses						
Other (please describe)						

14. Number and type of outdoor spaces?

Outdoor Space Types (patios, decks, parks, park shelters, concession stands, amphitheaters, athletic fields and facilities, fitness trails, etc.)	Number	Notes

15. Do you have a sustainability coordinator?

16. Do you have a green team?

17. Who services your internal trash and recycling bins?

- Janitorial service
- Designated staff person
- Each individual staff person
- Other (*please describe*):

18. How often is trash collected per week?

19. How often is recycling collected per week?

20. What types of containers (bags, barrels, janitorial carts, tilt trucks, etc.) are used to move trash and recycling from internal bins to external dumpsters?

21. Please share the following information for waste streams your organization generates:

Material	Dispose	Recycle	Store On Site/Need Option	Vendor Name	Contract Length	Service Rate (frequency picked up, emptied, shipped.)
Trash	NA	NA	NA			
Cans (aluminum & steel/tin)						
Paper (office, magazine, junk mail, etc.)						
Cardboard (corrugated & flat)						
Plastic (bottles & containers)						
Plastic Bags & Film (shopping bags, plastic envelopes, air pillows, bubble wrap, product overwrap, pallet wrap, etc.)						
Glass (bottles & jars)						
Confidential Documents						
Cartridges (copier & printer)						
Batteries (rechargeable, alkaline, button)						
Electronics (computers, printers, TVs, phones, headsets, walkie-talkies, etc.)						

Large Appliances (refrigerators, dishwashers, etc.)						
Small Appliances (coffee makers, microwaves, etc.)						
Hazardous Waste (paint, fluorescent light bulbs, cleaners, automotive fluids, lead-acid batteries, landscape chemicals, pesticides, etc.)						
Food Waste (from break rooms, cafeterias, coffee stations, special events)						
Furniture (including cubicles)						
Landscape Waste (grass clippings, leaves, brush, limbs, etc.)						
Building Materials (from construction, renovation, demolition)						
Waste streams unique to your organization:						

22. How does your organization communicate with staff? Check all that apply:

Media	Frequency
Email	
Texts	
Social Media	
Intranet	
Digital Signage	
Newsletter	
Bulletin Boards	
Signage (hard copy)	
Meetings (group)	
Meetings (one-on-one)	
Other (<i>please describe</i>):	

23. What are the challenges to recycling at your organization? Check all that apply:

Challenges	Notes
Staff interest/awareness/participation	
Support of leadership	
Property management	
Janitorial services	
Space limitations	
Bins	
Signage	
Budgetary restrictions	

	Logistics issues (how materials get from point A to point B)	
	Contamination (trash in recycling bins, recyclables in wrong bins)	
	Communication/educating staff about recycling program(s)	
	Other (please describe)	

24. Please send photos of the following from each room and outdoor space. For rooms and spaces that have multiples (offices, classrooms, park shelters, etc.) just send photos from a typical example of each type. Photos can be sent via [email](#) or link to a cloud storage platform. Please label photos by location.

- Trash and recycling bins.
- Trash and recycling signage.
- Storage methods for other waste streams (see question 22).
- Signage accompanying other waste streams.
- Trash and recycling dumpsters and/or compactors.
- Signage accompanying dumpsters and/or compactors.

Thank you!

If you have any questions, please contact [Matt Riggs](#), (816) 701-8313.