
















# Waste audit sheet for schools

Use this worksheet to collect data on what your school throws away and identify where improvements are needed.

**Complete a separate sheet for each location:**

- |   |   |
|---|---|
| <input type="checkbox"/> Classroom .....    | <input type="checkbox"/> Staff room     |
| <input type="checkbox"/> Hall               | <input type="checkbox"/> Girl's toilets |
| <input type="checkbox"/> Dining hall / café | <input type="checkbox"/> Boy's toilets  |
| <input type="checkbox"/> School office      | <input type="checkbox"/> Other .....    |

What items did you find? Tick those you find			Was it in the correct bin?		
Paper		✓	This item goes in the recycling bin	Yes	No
Cardboard			This item goes in the recycling bin	Yes	No
Plastic bottle			This item goes in the recycling bin	Yes	No
Plastic tub			This item goes in the recycling bin	Yes	No
Envelopes (including window envelopes)			This item goes in the recycling bin	Yes	No
Fizzy drinks can			This item goes in the recycling bin	Yes	No
Food can e.g. baked bean tin			This item goes in the recycling bin	Yes	No
Tissues			This item goes in the rubbish bin	Yes	No
Green hand towels			This item goes in the rubbish bin	Yes	No
Pencil sharpenings			This item goes in the rubbish bin	Yes	No
Laminated paper			This item goes in the rubbish bin	Yes	No
Crisp packets			This item goes in the rubbish bin	Yes	No
Biscuit wrappers			This item goes in the rubbish bin	Yes	No
Sweet wrappers			This item goes in the rubbish bin	Yes	No
Food waste			This item goes in the food waste bin	Yes	No
Other...				Yes	No
Other...				Yes	No

All the items in the 'No' list were found in the incorrect location.

Now use this information to guide your work to teach the students and staff what can be recycled and how they can help.