
















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:

- Classroom _____
 Staff room
 Hall
 Girl's toilets
 Dining hall / café
 Boy's toilets
 School office
 Other _____

What items did you find? Tick those you find			Which bin does it go into?	Was it in the correct bin?	
Paper			Recycling bin	Yes	No
Cardboard			Recycling bin	Yes	No
Plastic bottle			Recycling bin	Yes	No
Plastic tub			Recycling bin	Yes	No
Envelopes (including window envelopes)			Recycling bin	Yes	No
Fizzy drinks can			Recycling bin	Yes	No
Food can e.g. baked bean tin			Recycling bin	Yes	No
Tissues			Rubbish bin	Yes	No
Green hand towels			Rubbish bin	Yes	No
Pencil sharpenings			Rubbish bin	Yes	No
Laminated paper			Rubbish bin	Yes	No
Crisp packets			Rubbish bin	Yes	No
Biscuit wrappers			Rubbish bin	Yes	No
Sweet wrappers			Rubbish bin	Yes	No
Food waste			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.