



Waste Audit Checklist

conducted for

School District 1213

Conducted on (Date and Time)

13 Dec 2018 09:55 AM

Prepared by

Angela Meyers

Location

2271 Madison St, Riverside, CA 92504, USA

Completed on

13 Dec 2018 01:08 PM

Score

23/25.0 - 92.00%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Puncture-resistant nitrile gloves	No	I bought the wrong gloves. I'll make sure to get the right gloves for the next audit tomorrow.
Large plastic sheet to be spread on a flat surface or folding Tables w/ Plastic Covering (Consider creating a "lip" or frame on the perimeter of the table under the plastic covering to keep liquids from running off.)	No	I'll get bigger plastic sheets next time. The ones we used were barely enough.

Actions

#1. Please reinforce the use of the "food only" waste bins through more visible labels. We found discarded food in the "non-recyclables"

Assignee: facility.management@safetyculture.com
Priority: MEDIUM
Due Date: 14 Dec 2018 09:00 AM
Audit: School District 1213 / 13 Dec 2018 / Angela Meyers
Linked to item: Discuss findings with custodial staff and other stakeholders
Status: To Do

Audit - 23/25 92.00%

Question	Response	Details
Planning		Score (7/7) 100.00%
Confirm if the following are done:		
Evaluate waste hauler's accepted recyclable types against current collections	Yes	
Determine methods and waste categories	Yes	
Outline goals and state some predictions	Yes	
List multiple, well-ventilated areas where waste sorting can be conducted	Yes	
List pros and cons of sorting at each area (ventilation, convenience, flooring, clean-up)	Yes	
Consider recruiting help if needed with the physical tasks	Yes	
Obtain buy-in/permission for waste sorting at the most ideal location	Yes	
PPE and Sorting Equipment		Score (6/8) 75.00%
Confirm if the following are ready:		
Puncture-resistant nitrile gloves	No	I bought the wrong gloves. I'll make sure to get the right gloves for the next audit tomorrow.
Full Tyvek coverall	Yes	
Eye protection	Yes	
Face masks	Yes	
Long tongs	Yes	
Clean-up supplies and equipment	Yes	
First-Aid Kit	Yes	

Question	Response	Details
Large plastic sheet to be spread on a flat surface or folding Tables w/ Plastic Covering (Consider creating a "lip" or frame on the perimeter of the table under the plastic covering to keep liquids from running off.)	No	I'll get bigger plastic sheets next time. The ones we used were barely enough.
Waste Sorting		Score (5/5) 100.00%
Confirm if the following are done:		
Coordinate time and place with the sorting team	Yes	
Coordinate waste "pull" and note the time and place of sample	Yes	
Execute audit by separating waste by waste stream. (If the trash is already in a bag or bin, consider not dumping that bag or bin. Lift the items out of that container to leave possible wet slop in the bottom)	Yes	
Tally up or weigh various waste streams and record	Yes	
Clean up and dispose/recycle properly	Yes	Great job team for being committed and doing this together!
Findings and Follow-up		Score (5/5) 100.00%
Tally the data collected	Yes	
Compare findings against initial predictions	Yes	
Objectively evaluate the sample size and date/time of "pull" and sort	Yes	
Compare findings to previous waste-audits if available	N/A	
Compare findings against purchasing records	Yes	
Discuss findings with custodial staff and other stakeholders	Yes	

Question	Response	Details	
Completion			
Provide recommendations and action plans	<p>This is the first time we did this waste audit and we discovered that food waste is being included in the non-recyclables section.</p> <p>We should've tested the size of the plastic sheet because the one we used was barely enough.</p> <p>The gloves were not the right ones for this task. I will double check the new pairs I will purchase today.</p>		
Completed by: Name and Signature	Angela Meyers	13 Dec 2018 10:18 AM	