

Smart Office Toolkit – Waste Audit Sheet

How to use the audit sheet:

- Below is the waste audit sheet that you can use when doing an audit at your office.
- You can print out this audit sheet and fill in the different sections and then calculate the amount of waste and potential recycling.
- The purpose of doing this detailed waste audit is to determine where most of your waste is generated and what type of waste you have, so that you can focus on these areas and reduce your amount of waste to landfill through reducing waste generated and recycling.
- You are advised to adapt these audit sheets to suit your needs. You can do it per floor or per room or per key activity area (offices, canteen, toilet, etc.). You will seldom find all these waste types in one room, yet we have provided a full list for you to choose from.
- You can also create an Excel spreadsheet for your office with your specific areas, which will do auto calculations and is easier to update over time. This also helps for creating graphs so that you can pick up trends over time.

Filling in the waste audit sheet:

Make sure to record who carried out the audit, when it was done and which premises it refers to. Ensure that this information is captured on the audit sheet.

It is important to do a visual inspection to gather data at the office premises in order to:

- Determine the type of waste that you have. You will have to go through a waste separation exercise, which can be very messy, but this is needed so that you can measure the type of waste per category (e.g. 2 kg of cardboard).
- Determine what the best way is to measure the waste. Some things might not be practical to weight in kilogram, but rather per container or litre, so indicate the measurement unit that you are using for each type of resource. (e.g. kilogram).
- Determine if this resource **can be recycled and if it is currently already being recycled**. The cheat sheet provides some additional information and contact details. If you are not Sure, comment on this in the space provided for comments..

It is also important to check on any hazardous waste that is generated at your office and how this is disposed of. This includes chemicals and cleaning materials.

Observe where the different types of waste are generated. You don't need a paper tray in the toilet, but it is very important next to the printer. A composting container is needed in the kitchen not the printing room. Ensure that your waste bins are strategically allocated in the right places and reflect the amount and type of waste generated in the different areas.

Waste Audit Sheet					
Name of auditor			Date		
Address			Venue		
Type of waste	Amount of waste	Measuring unit	Recycling potential	Current recycling	Comments
Give a short description of the type of waste	Measure the amount of waste	Measuring unit (bag / kg)	Can this be recycled?	Is this currently being recycled?	
e.g. cardboard	2	kg	yes	no	
Paper : white, A4					
Paper : other					
Paper : magazines					
Paper: shredded					
Cardboard (K4)					
Electronic / IT					
Printer cartridges					
Glass					
Metal: general					
Metal: tin cans					
Organic for composting: tea bags, fruit peels					
Organic not for composting: meat					
Organic from garden for composting					
Furniture					
Other:					

Type of waste	Amount of waste	Measuring unit	Recycling potential	Current recycling	Comment
Plastic : PET #1					
Plastic : HD #2					
Plastic : PVC #3					
Plastic : LD #4					
Plastic : PS #6					
Other packaging					

Determine if any of the following hazardous waste is being disposed and the frequency thereof

Type	Possible usage	Yes	No	How often
Batteries	Torches, remote controls			
CFLs	Energy efficient light. Note that this contains mercury vapour and needs to be disposed of with care			
Chemicals	Maintenance			
Medical waste	First aid, sanitary waste			
Oils	Mechanical oil			
Paint	Maintenance			
Other:				

Determine if any of the following cleaning materials or chemicals are being disposed, indicate the product name and the frequency of disposal:

Type	Name of product	Yes	No	How often
Bleach				
Carpet cleaner				
Dish washing liquid				
Disinfectant				
Floor shine				
General surface cleaner				
Oven cleaner				
Softener				
Toilet cleaner				
Washing powder				
Other:				

Provide an outline of the different types of waste containers available (number and size):

Type	Describe & indicate placement if fixed	Number	Size
Compost heap			
Dustbin			
Skip			
Wheelie bin			
Worm farm			
Other:			