

Worksheet 3.7A

Property waste and recycling review

This is an example only – adapt this worksheet to suit your organisation’s requirements.

Property or retail centre name and address:

Review date: Reviewer: Approved by:

Floors and tenancies audited:

No. of occupants (e.g. for an office, a computer count)

Current cleaning/waste contractors (1): Contact name:
Phone/fax:

Current cleaning/waste contractors (2): Contact name:
Phone/fax:

Item	Yes/No/NA	Comment/Action required	Action #
Waste and recycling action plan			
Is there an approved Waste and Recycling Action Plan (WRAP) or similar being implemented?		See Worksheet 3.7B for Waste and Recycling Action Plan template	
Is there an induction program for new tenants, cleaners and contractors to help them understand the waste and recycling management system?		(As a minimum, incorporate into an induction procedure an understanding of the waste and recycling system and responsibilities in regard to appropriate materials handling.)	
Cleaning and waste contract			
Do current cleaning and waste contracts provide for separation of recyclables? If so, list the recyclables collected.		Update contracts to include recycling, or expand the range of materials collected for recycling e.g. paper, cardboard, organics, co-mingled containers, toner cartridges etc. (See Worksheet 3.7C for an outline of issues to address in new waste and recycling contracts.)	
Do current cleaning and waste contracts require regular reporting of waste and recycling flows? If so, is the data reported by weight or volume?		Update contracts to include monthly reporting of waste and recycling data (by weight where possible).	
Are the relevant specific responsibilities of the cleaning and waste contractors being implemented satisfactorily? If not, list non-conformances.		Work with contractors to improve performance.	
List observations on the execution of tenants' waste contracts (where applicable) e.g. container management, signage, odour and litter.		Work with tenants and tenants' contractors to improve handling of waste and recycling.	
Tenancy waste facilities			
<i>Answer these questions in conjunction with the following Tenancy waste and recycling configuration</i>			
Is signage on tenant waste and recycling bins visible and appropriate?		(Note bin locations where new signage or new recycling containers are required.)	

<i>Item</i>	<i>Yes/No/NA</i>	<i>Comment/Action required</i>	<i>Action #</i>
Are recycling bins missing and needing replacing?		Identify number and location of containers to be replaced	
Are individual and centralised waste and recycling bins being used as intended?		(Describe any modifications made by user i.e. introduced extra bins. If impacting on the system then raise with tenant.)	
Are recycling bins located in areas of high waste generation, e.g. paper recycling in photocopy rooms, containers in staff kitchens, organics in food prep. areas, paper towels in bathrooms?			
Identify the level of contamination in the individual and central recycling bins (as a %). Note typical and major contaminants in each stream (e.g. food).		(Low, moderate but acceptable, unacceptable ¹)	
Is the contractor using the required bag colour?		(Consider using transparent bags for recyclables to allow contamination and recyclables to be easily identified.)	
Are the right bags going into the right trolleys?		Work with cleaners to ensure recycling is not mixed with general waste.	
Other observations:			

Tenancy waste and recycling configuration

<i>Describe tenant recycling bin configuration</i>	<i>Describe size and number of containers</i>	<i>Frequency of collection</i>	<i>Observations/Contamination issues</i>	<i>Actions/Improvements</i>
Office areas: Under-desk general waste bin				
<input type="checkbox"/> General waste	e.g. 20 L waste bin with black waste bag	e.g. cleaner empties daily into black bags		
<input type="checkbox"/> No waste bin (recycling only)				
<input type="checkbox"/> Wet waste				
Office areas: Under-desk recycling container				
<input type="checkbox"/> Paper only	e.g. cardboard box at each desk	e.g. tenant empties as required to centralised bin	e.g. missing recycling boxes	e.g. replace 6 missing recycling boxes on Floor A
<input type="checkbox"/> Mixed paper: newsprint, cardboard, magazines				
<input type="checkbox"/> Co-mingled containers				
<input type="checkbox"/> Co-mingled containers plus mixed paper				
<input type="checkbox"/> Dry waste				

¹ Unacceptable – high probability that recycling collector or recycling treatment process will reject the load. Refer back to waste management plan allowable contamination rates.

<i>Describe tenant recycling bin configuration</i>	<i>Describe size and number of containers</i>	<i>Frequency of collection</i>	<i>Observations/Contamination issues</i>	<i>Actions/Improvements</i>
Office areas: Centralised recycling bins				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Paper only				
<input type="checkbox"/> Mixed paper – newsprint, cardboard, magazines				e.g. improve signage on centralised bins, add extra recycling bin in photocopy room
<input type="checkbox"/> Co-mingled containers				
<input type="checkbox"/> Co-mingled containers plus mixed paper				
<input type="checkbox"/> Secure waste				
<input type="checkbox"/> Dry waste				
Office kitchens, bathrooms etc.: Centralised bins				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Mixed paper – newsprint, cardboard, magazines, paper towels				Note: paper recycling streams can be subject to high contamination in kitchen areas therefore sometimes better to limit to paper towel recycling only.
<input type="checkbox"/> Paper towel				
<input type="checkbox"/> Co-mingled containers				
<input type="checkbox"/> Co-mingled containers plus mixed paper				
<input type="checkbox"/> Organic waste				
<input type="checkbox"/> Wet waste				
Other centralised recycling:				
<input type="checkbox"/> Loose cardboard	At lift			
<input type="checkbox"/> Toner cartridges	In all utility rooms			
<input type="checkbox"/> Mobile phones	At reception			
<input type="checkbox"/> Batteries	At reception			
<input type="checkbox"/> Reusable stationery				
<input type="checkbox"/> Other (internal cafés, child care facilities, gyms etc.) Describe system and bin configuration				
Retail areas: General retail tenants				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Cardboard				

<i>Describe tenant recycling bin configuration</i>	<i>Describe size and number of containers</i>	<i>Frequency of collection</i>	<i>Observations/Contamination issues</i>	<i>Actions/Improvements</i>
<input type="checkbox"/> Co-mingled containers				
<input type="checkbox"/> Co-mingled containers plus mixed paper				
<input type="checkbox"/> Organic waste				
<input type="checkbox"/> Wet waste				
<input type="checkbox"/> Mixed cardboard, paper, magazines				
<input type="checkbox"/> Other: (e.g. coat hangers)				
Retail areas: Food court tenants				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Cardboard				
<input type="checkbox"/> Co-mingled containers			If co-mingled, list recyclables accepted	
<input type="checkbox"/> Glass bottles				
<input type="checkbox"/> Plastic containers				
<input type="checkbox"/> Aluminium and steel cans				
Retail areas: General areas and food court				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Cardboard				
<input type="checkbox"/> Co-mingled containers			If co-mingled, list recyclables accepted	
<input type="checkbox"/> Glass bottles				
<input type="checkbox"/> Plastic containers				
<input type="checkbox"/> Aluminium and steel cans				
<input type="checkbox"/> Other:				
Retail areas: Major tenants				
<input type="checkbox"/> General waste				
<input type="checkbox"/> Cardboard				
<input type="checkbox"/> Other				
Detail specialist waste streams (e.g. solvents from drycleaners etc.) and responsibility for their management.				
Other:				

<i>Describe tenant recycling bin configuration</i>	<i>Describe size and number of containers</i>	<i>Frequency of collection</i>	<i>Observations/Contamination issues</i>	<i>Actions/Improvements</i>

<i>Item</i>	<i>Yes/No/NA</i>	<i>Comment/Action required</i>	<i>Action #</i>
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Transfer of waste and recycling to base building handling areas

Is cleaners' access to transfer bins via a specific route e.g. goods lift?		Ensure waste handling procedures clearly describe collection and access to minimise tenant disturbance especially if office hours cleaning is undertaken.	
Are access-ways adequate for the size and type of bins being used?		Can any improvements be made if corridors or lifts are not of adequate size, e.g. smaller bins collected more often?	
Do tenants with their own services (e.g. secure paper) use the same access route? Any issues?		Work with tenants to develop procedures to reduce disturbance from transferring bins to centralised waste handling and storage areas.	

Waste and recycling handling areas/compound

Answer these questions in conjunction with the 'Base building recycling and waste form' (see page 8).

Are waste and recycling bins handling areas appropriately located and of adequate size?		If handling areas are under-capacity consider more frequent collections.	
Are waste and recycling bins or containers colour-coded, signposted and properly used?		Ensure signage can be viewed at least 5 m away.	
Are the correct bags being placed in the correct containers?		Consider colour coding bin floor areas to ensure that recycling and waste bins are not confused.	
Are waste and recycling bins and handling areas being maintained as required?		Keep waste handling areas clean and tidy to encourage proper use of the area. If bins are constantly overflowing, investigate options for compactors or cardboard balers to reduce bulk.	
Are waste and recycling bins adequately covered?		Ensure bins are secure and rainwater etc. cannot access bins.	
Is there provision for regular bin washing? Who is responsible for washing bins e.g. contractor?		If washed on-site ensure bin washdown area is connected to sewer.	
Is there adequate access and storage for tenant secure paper bins or specialist recycling services such as toner cartridges, computers, e-waste, batteries, paints, solvents, fluorescent tubes etc.			
Is there space for furniture and other reusable equipment or a strategy to send to reuse options (e.g. charities) rather than disposal?			
Are there any hazardous or classified wastes in any waste or recycling containers?		Keep classified waste in a separate secure area.	

<i>Item</i>	<i>Yes/No/NA</i>	<i>Comment/Action required</i>	<i>Action #</i>
Does the waste handling area have adequate bunding and connection to sewer?		If storing waste liquids see DECC bunding and spill management guidelines (www.environment.nsw.gov.au/water/bundingspill.htm)	
Are measures in place to ensure secure paper bin storage and collection is adequately secure?			
Are building contractors required to have a construction and demolition waste management plan?		Make sure building contractors understand the waste and recycling system and don't contaminate recycling streams.	
Is there adequate access for collection vehicles?		If no access, ensure that provisions are made to avoid littering or blocking access to your building or to the public.	
Is your waste collection and handling impacting on your neighbours, e.g. blocking roads or creating litter, noise?		Work with contractors and cleaners to identify remedial measures.	
Is there an odour problem?		Work with contractors and cleaners to identify remedial measures. If a large amount of organic waste is stored, investigate different container options or more frequent collections.	
Is there a moderate to significant litter problem in this area?			

Waste records

Is the approved cleaning and waste contract specification available for view?			
Are waste streams being measured and recorded in volumes and weights?		Work with contractors to implement weight-based reporting.	
Are weekly/monthly waste records available?			
Is weekly/monthly waste data being provided by weight? If so, is data being converted from volume or weighed? What conversion factor is being applied?			
Have all monitoring reports been received and filed?			
Have all weighbridge dockets been received and filed?			
Are all waste and recycling related management requirements as set out in the contract being adequately addressed?			

Other observations:

Performance conclusion		
Total wet/putrescible waste removed from floors/area (average amount/floor) kg	Total recyclable waste streams removed from floors/area: (average/floor) Paper/cardboard kg Co-mingled kg	Total diversion from landfill: _____ % of total waste _____ (kg)
Does the evidence suggest the Waste and Recycling Action Plan and/or waste contract provisions are effective? Explain.		
List key remedial/corrective actions required:		
Action #		
Action #		
Action #		
Action #		
Action #		
Action #		
Action #		

End of audit

Base building waste and recycling form

<i>Item</i>	<i>Describe collection receptacle e.g. 120 L MBG</i>	<i>Material handling (container, tenant or cleaner handles)</i>	<i>Management option (e.g. sent to recycling or disposal)</i>	<i>Contractor details</i>	<i>Disposal/recycling facility details</i>	<i>Amount tonnage: kg/month or tonnes/year</i>	<i>Material tracking proof or evidence: documents, third party verification?</i>	<i>Action required</i>
<input type="checkbox"/> Paper		e.g. paper transferred in 240 L MBG	Collected in 240 L MGB for recycling					
<input type="checkbox"/> Cardboard								
<input type="checkbox"/> Mixed paper/ cardboard/ magazines								
<input type="checkbox"/> Co-mingled containers (describe items accepted)							e.g. receipts and facility sorting efficiency estimated provided	Investigate reporting of data
<input type="checkbox"/> Co-mingled containers with paper (describe items accepted)								
<input type="checkbox"/> Secure paper			e.g. destruction and recycling	e.g. tenant's contractor details	e.g. tenant contactor			
<input type="checkbox"/> Organic (e.g. food waste and garden)								
<input type="checkbox"/> Toner cartridges								Identify number of tenants with their own service. Look for opportunities for base building contract to reduce transport impacts.
<input type="checkbox"/> Mobile phones								Set up mobile muster collection program (www.mobilemuster.com.au)
<input type="checkbox"/> Batteries								

<i>Item</i>	<i>Describe collection receptacle e.g. 120 L MBG</i>	<i>Material handling (container, tenant or cleaner handles)</i>	<i>Management option (e.g. sent to recycling or disposal)</i>	<i>Contractor details</i>	<i>Disposal/recycling facility details</i>	<i>Amount tonnage: kg/month or tonnes/year</i>	<i>Material tracking proof or evidence: documents, third party verification?</i>	<i>Action required</i>
<input type="checkbox"/> Fluorescent lamps and compact fluorescents								Designate storage area for used lamps and arrange for recycler to collect
<input type="checkbox"/> Electronic waste (e.g. computers, printer etc., televisions)								Investigate reuse opportunities with charities
<input type="checkbox"/> Furniture								Investigate reuse opportunities with charities
<input type="checkbox"/> Other								
<input type="checkbox"/> General waste								
<input type="checkbox"/> Wet waste								
<input type="checkbox"/> Dry waste								
Retail:								
<input type="checkbox"/> Cardboard								
<input type="checkbox"/> Paper								
<input type="checkbox"/> Plastic wrap								
<input type="checkbox"/> Glass								
<input type="checkbox"/> Aluminium cans								
<input type="checkbox"/> Steel cans								
<input type="checkbox"/> Plastic containers: list plastic types collected (PET, HDPE, etc.)								
<input type="checkbox"/> Co-mingled containers: list materials collected (e.g. glass, plastic, cans)								
<input type="checkbox"/> Plastic strapping								

<i>Item</i>	<i>Describe collection receptacle e.g. 120 L MBG</i>	<i>Material handling (container, tenant or cleaner handles)</i>	<i>Management option (e.g. sent to recycling or disposal)</i>	<i>Contractor details</i>	<i>Disposal/recycling facility details</i>	<i>Amount tonnage: kg/month or tonnes/year</i>	<i>Material tracking proof or evidence: documents, third party verification?</i>	<i>Action required</i>
<input type="checkbox"/> Coat hangers								
<input type="checkbox"/> Waste oil								
<input type="checkbox"/> Grease trap								
<input type="checkbox"/> Organic (food and garden)								
<input type="checkbox"/> Other:								