

Hotel Waste Management Compliance Checklist Template

 Show only Checklist

Display Style
Default 

General Information & Personnel

Details about the hotel's waste management program, responsible parties, and training records.

Hotel Name

Write something...

Contact Person (Waste Management)

Write something...



Number of Employees

Enter a number...

Date of Last Waste Management Plan Review

Enter date...

Waste Management Plan Status

- Active
- Under Review
- Inactive

Brief Description of Waste Management Program

Write something...

Copy of Waste Management Plan (if applicable)

 Upload File

Employee Training Frequency

- Annually
- Bi-Annually
- As Needed

Waste Characterization & Segregation

Verification of waste types generated and proper segregation procedures (e.g., general waste, recycling, food waste, hazardous waste).

Primary Waste Streams Generated

- General Waste
- Recyclables (Paper, Plastic, Metal)
- Food Waste
- Hazardous Waste
- Construction & Demolition Debris

Current Segregation Methods Used

- Color-Coded Bins
- Designated Waste Stations
- Employee Training
- Signage and Labeling

Estimated Percentage of Food Waste Generated (approximate)

Enter a number...

Hazardous Waste Storage Method

- Designated Storage Room
- Satellite Accumulation Areas
- Contractor Managed

Description of Waste Segregation Procedures

Write something...

Recycling Program

Assessment of the hotel's recycling program, including materials collected, contractor agreements, and participation rates.

Total Volume of Recycled Materials (Cubic Yards/Month)

Materials Currently Recycled (Select All That Apply)

- Paper & Cardboard
- Plastics (Types 1-7)
- Glass
- Metals (Aluminum, Steel)
- Food Waste/Compostable Materials
- Electronics (E-Waste)
- Textiles

Recycling Collection Method

- Curbside Collection
- Centralized Collection Point
- Third-Party Recycling Service

Date of Last Recycling Program Review

Upload Recycling Contract Agreement (if applicable)

 Upload File

Recycling Participation Rate (%) (Estimated)

Enter a number...

Food Waste Management

Review of food waste reduction strategies, composting/donation programs, and disposal methods.

Estimated Daily Food Waste (lbs)

Enter a number...

Food Waste Reduction Strategies Implemented

- Portion Control
- Menu Planning
- Inventory Management
- Employee Training
- None

Food Waste Diversion Methods Used

- Composting
- Food Donation
- Animal Feed
- Anaerobic Digestion
- Landfill

Last Food Waste Audit Date

Enter date...

Description of Food Donation Program (if applicable)

Write something...

Current Food Waste Hauler

Attach Food Waste Generation Data (if available)

 Upload File

Hazardous Waste Management

Compliance with regulations for handling and disposing of hazardous materials (e.g., cleaning chemicals, batteries).

List of Hazardous Waste Streams Generated

Write something...

Estimated Quantity of Each Hazardous Waste Stream (lbs/month)

Enter a number...

Hazardous Waste Storage Method (e.g., drums, tanks)

- Drums
- Tanks
- Containers
- Other

Last Inspection Date of Hazardous Waste Storage Area

Enter date...

Copy of Hazardous Waste Manifests (Last 3 months)

 Upload File

Types of Hazardous Waste Containers Used (Check all that apply)

- DOT-approved drums
- UN-rated containers
- Portable tanks
- Other

Name of Hazardous Waste Disposal Contractor

Write something...

Waste Audits & Monitoring

Documentation of waste audits, performance metrics, and corrective actions.

Date of Last Waste Audit

Enter date...

Total Waste Generated (lbs/kg) - Pre-Audit

Enter a number...

Total Recycling Rate (%) - Pre-Audit

Enter a number...

Summary of Audit Findings (Pre-Audit)

Write something...

Total Waste Generated (lbs/kg) - Post-Audit

Enter a number...

Total Recycling Rate (%) - Post-Audit

Enter a number...

Summary of Audit Findings (Post-Audit)

Write something...

Audit Recommendations Implemented?

- Yes
- No
- Partially

Upload Audit Report (PDF/Excel)

 Upload File

Contractor Management

Evaluation of waste management contractor performance and compliance.

Contractor License Number

Enter a number...

Contractor Company Description and Services Provided

Write something...

Contract Start Date

Enter date...

Contract Renewal Date

Enter date...

Contractor Performance Rating

- Excellent
- Good
- Fair
- Poor

Notes on Contractor Performance (positive or negative)

Write something...

Copy of Current Contractor Agreement

 Upload File

Contractor Insurance Coverage Status

- Active
- Inactive

Recordkeeping & Reporting

Verification of accurate recordkeeping and reporting of waste generation, recycling rates, and disposal activities.

Date of Last Waste Audit

Total Waste Generated (lbs/month)

Total Recycled Material (lbs/month)

Percentage of Waste Diverted from Landfill (%)

Summary of Waste Audit Findings

Copy of Waste Disposal Manifests

 Upload File

Reporting Frequency

- Monthly
- Quarterly
- Annually

Date of Last Report Submission

Enter date...

Employee Training & Awareness

Confirmation that employees receive adequate training on waste management procedures.

Number of Employees Trained

Enter a number...

Date of Last Training Session

Enter date...


Summary of Training Topics Covered

Write something...

Training Topics Covered (Select all that apply)

- Waste Segregation
- Recycling Procedures
- Food Waste Reduction
- Hazardous Waste Handling
- Spill Prevention
- New Waste Regulations

Copy of Training Material (e.g., presentation slides)

 Upload File

Method of Training Delivery

- In-Person
- Online
- Hybrid

Regulatory Compliance

Ensuring adherence to all applicable local, state, and federal waste management regulations.

Applicable Local Waste Ordinances?

- Yes, fully compliant
- Yes, with exceptions
- No
- Not Applicable

State Waste Management Regulations?

- Yes, fully compliant
- Yes, with exceptions
- No
- Not Applicable

Federal Waste Management Regulations (e.g., RCRA)?

- Yes, fully compliant
- Yes, with exceptions
- No
- Not Applicable

Date of Last Regulatory Inspection

Enter date...

Inspection Score (if applicable)

Enter a number...

Summary of any Regulatory Findings or Violations

Write something...

Copy of Most Recent Regulatory Compliance Report

 Upload File

Contact Information for Regulatory Agency

Write something...