



Waste Management & Recycling Checklist (Weekly)

General Waste Assessment

Evaluate overall waste generation and identify areas for reduction.

Estimated Total Waste Generated (kg/lbs)

Enter a number...

Observations on Waste Composition (e.g., unusually high volume of specific material)

Write something...

Overall Waste Generation Trend (Compared to Previous Week)

- ☐ Increased
- ☐ Decreased
- ☐ Remained the Same

Identified Areas for Waste Reduction (e.g., packaging optimization, staff training)

Write something...

Waste Compacted?

☐ Yes

☐ No

Number of Full Waste Bins

Enter a number...

Cardboard & Paper Recycling

Focuses on cardboard from deliveries and paper waste.

Estimated Cardboard Volume (Cubic Yards)

Enter a number...

Estimated Paper Volume (Cubic Yards)

Enter a number...

Cardboard Condition (Before Recycling)

☐ Clean & Dry

☐ Slightly Soiled

☐ Heavily Soiled/Contaminated

Paper Condition (Before Recycling)

☐ Clean

☐ Shredded

☐ Contaminated (Food/Liquid)

Notes on Contamination (if any)

Write something...

Is Recycling Container Full?

☐ Yes

☐ No

Date of Last Cardboard/Paper Collection

Enter date...

Plastic & Film Recycling

Covers plastic packaging, shrink wrap, and other film materials.

Estimated Volume of Plastic Film (lbs)

Enter a number...

Types of Plastic Film Recycled (Check all that apply)

☐ LDPE (Low-Density Polyethylene)

☐ HDPE (High-Density Polyethylene)

☐ LLDPE (Linear Low-Density Polyethylene)

☐ PP (Polypropylene)

☐ Other - Specify in LONG_TEXT field

☐ Unknown

If 'Other' selected above, please specify the type of plastic film:

Write something...

Condition of Recyclable Plastics (e.g., clean, contaminated)

- ☐ Clean
- ☐ Slightly Contaminated
- ☐ Heavily Contaminated - Not Recyclable
- ☐ Unknown

Photograph of Plastic Film Bins (optional - for contamination check)

 Upload File

Number of Full Plastic Film Recycling Bins

Enter a number...

Was the plastic film recycling bin serviced this week?

- ☐ Yes
- ☐ No

Glass & Metal Recycling

Focuses on glass bottles, aluminum cans, and other metal containers.

Estimated Quantity of Aluminum Cans Recycled (lbs)

Enter a number...

Estimated Quantity of Steel Cans Recycled (lbs)

Enter a number...

Estimated Quantity of Glass Bottles Recycled (lbs)

Enter a number...

Glass Bottle Condition (Before Recycling)

- ☐ Clean & Empty
- ☐ Slightly Contaminated
- ☐ Heavily Contaminated

Metal Sorting Accuracy

- ☐ Excellent - No Contamination
- ☐ Good - Minimal Contamination
- ☐ Needs Improvement - Visible Contamination

Notes on Metal & Glass Recycling (e.g., contamination issues, unusual quantities)

Write something...

Organic Waste (If Applicable)

For stores with food waste or organic materials requiring composting.

Estimated Weight of Food Waste (lbs)

Enter a number...

Estimated Volume of Food Waste (Gallons)

Enter a number...

Description of Organic Waste Types (e.g., produce scraps, coffee grounds)

Write something...

Composting Method

- ☐ On-site Composting
- ☐ Hauler Pick-up
- ☐ Animal Feed Donation

Date of Last Organic Waste Collection/Donation

Enter date...

Notes on Organic Waste Volume or Quality (e.g., unusually high volume, presence of non-compostable items)

Write something...

Were there any rejected loads due to contamination?

- ☐ Yes
- ☐ No
- ☐ N/A

Waste Bin Management

Checks bin capacity, cleanliness, and accessibility.

Bin Capacity Utilization (%)

Enter a number...

Are bins clean and free of debris?

- ☐ Yes
- ☐ No
- ☐ N/A

Are bins easily accessible to staff?

- ☐ Yes
- ☐ No
- ☐ N/A

Notes on bin condition or issues observed

Write something...

Number of Full Bins (if any)

Enter a number...

Were any bins overflowing?

☐ Yes

☐ No

Actions taken if overflowing/problematic bins were observed

Write something...

Compliance & Documentation

Ensures adherence to local regulations and tracks waste data.

Date of Checklist Completion

Enter date...

Waste Volume (Cubic Yards)

Enter a number...

Recycling Volume (Cubic Yards)

Enter a number...

Waste Carrier License Verified?

- ☐ Yes
- ☐ No
- ☐ N/A


Recycling Contract Reviewed?

- ☐ Yes
- ☐ No
- ☐ N/A

Notes/Comments (e.g., unusual waste generation, issues with bins)

Write something...

Supporting Documentation (e.g., waste transfer notes, recycling certificates)

 Upload File

Local Waste Regulations Up-to-Date?

- ☐ Yes
- ☐ No
- ☐ Review Required