

Waste Audit Template

1. Planning:

- Get your team of enthusiastic volunteers and assign roles.
- Have a training session on identifying non-recyclable and recyclable waste.
- Make initial notes on your bin locations, types and numbers (use an office plan to annotate).
- Understand existing waste processes.

2. Who will complete the audit?

- Often, your cleaning staff are best placed to assess your waste at the end of the day.
- If not, ask the staff happy to stay a bit later.

3. Schedule & timelines:

- Depending on the size of your office, consider undertaking the audit for 3-5 consecutive days.
- Repeat after two weeks

4. Design and prep your audit worksheets:

- A suggested worksheet is attached at the end of the document.
- Divide your data collection into different streams.
- Make room for notes.
- Note that if sorting and weighing the waste isn't practical, use an estimated % for each waste stream.

5. Gather your materials - You will need:

- Worksheet and pen.
- Scales (Ideally hanging, but bathroom scales will do).
- Empty bins or bags for sorting.
- Reusable rubber gloves.
- A clear space to sort the waste.

6. Collect and sort sample waste:

- Before you start, do a health and safety risk assessment and put in place the appropriate controls.
- Collect end-of-day waste bags.
- Sort contents into different waste streams.
- Take photos.
- Record waste quantities and weight.

7. Check estimates against existing records:

- Cross-referencing with waste contractor & purchase records
- Take note of external factors – do you share bins with other organisations?

8. Share your results:

- Present the results in high-impact visuals.
- Agree to the changes that will remove unnecessary waste from landfill – remove single-use items from the shopping list and improve waste segregation.
- Bring your staff on the journey – what changes can individuals make?
- Maintain momentum with regular communications and repeat audits.

Waste Audit Template

Auditor:		Date:		Unit of measurement: Weight (kg)					
Bin ID	Non-Recyclable	Recyclable Plastic	Recyclable Paper & Card	Food /Compostable	Recyclable metals	E-waste	Batteries	Total Weight (kg)	Notes
General Waste	kg	kg	kg	kg	kg	kg	kg	kg	
Mixed Recycling	kg	kg	kg	kg	kg	kg	kg	kg	