DETRITUS

Waste audit worksheet

Find out what you throw away, where it goes and what it costs.

Do one audit per site. It takes a walk of the site, a look inside the containers and the last three invoices.

1. SITE AND AUDIT DETAILS

Site name and address

Audit date and who did it

Areas covered (docks, kitchens, offices, yard)

Hauler or haulers

Contract end date

Contact for the site

2. CONTAINER INVENTORY

Container and size	Location	Material it holds	Pickups per week	How full at pickup	Hauler

3. QUICK CHECKS

- [ ] Every container is labeled for what goes in it
- [ ] Lids close and nothing overflows
- [ ] Recycling containers are clean and not contaminated
- [ ] Containers are placed where staff use them
- [ ] Truck access is clear on pickup days
- [ ] Pickup days match how fast containers fill

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What is in the containers.

Look into each container at a typical time, and estimate the share of each material by volume. Photograph what you see.

4. WHAT IS IN THE TRASH AND RECYCLING

Material	Share of the container (estimate)	Container where found	Could it be recycled, reused or reduced?	Notes
Cardboard and paper				
Plastic film and packaging				
Food and organic waste				
Wood and pallets				
Metal				
Glass and containers				
Construction or remodel debris				
Special items (batteries, bulbs, electronics)				
Other				

5. OPPORTUNITIES

- __ Cardboard can go to a baler or its own container
- __ Pallets can be returned, reused or recycled
- __ A container can be smaller or picked up less often
- __ A container is picked up more often than it fills
- __ Hazardous or special items need their own handling
- __ Staff need a short briefing on what goes where

> Photograph each container before and after you change anything, and keep the photos with this sheet.

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Costs, findings and actions.

6. COST AND SERVICE SUMMARY

Use the last three invoices. List every line, even small ones.

Charge on the invoice	Month 1	Month 2	Month 3	Matches the contract?

7. FINDINGS AND ACTIONS

Finding	Action	Owner	Due date	Done?

Repeat the audit once a year, and after any change in the business, a move or a remodel.