

Waste Management Actions Checklist

General

	Done	To Do	N/A
Know how much waste you dispose of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know the cost of waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate a person to monitor waste on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate 3 bin system in restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure maximum recycling and segregation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review waste management practices regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor waste handling by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate staff about separation at source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Waste

Monitor food waste arising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate prevention measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Segregate food waste arising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Packaging

Investigate returning packaging to suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request suppliers to use reusable and returnable packaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compact/Recycle cardboard and or plastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buy in bulk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office

Re-use scrap paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return unwanted post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up a collection point for reusable office supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use email and bulletin boards for office communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage double sided printing and photocopying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch off cover sheet option on faxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recycle printer and toner cartridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>