

RECYCLING SELF-AUDIT FOR SCHOOLS

Internal Recycling

1. **Do you have paper recycling containers at the following locations?**
 - In classrooms? (Y/N)
 - In administrative offices? (Y/N)
 - In hallways? (Y/N)
 - In the school library? (Y/N)
 - In the mail room? (Y/N)
 - Next to printers and copier machines? (Y/N)
 - Next to the shredder bin? (Y/N)

2. **Do you have separate recycling containers for paper AND commingled recyclables (metal cans, glass and plastic jars, and bottles) at the following locations?**
 - In faculty offices and break room? (Y/N)
 - In administrative offices, cubicles, and conference rooms? (Y/N)
 - In the cafeteria, including the kitchen and eating areas? (Y/N)
 - In the gym and locker rooms? (Y/N)
 - Next to the playground and/or sports fields? (Y/N)
 - In the parking lot(s)? (Y/N)

3. **Are the recycling containers clearly labeled?** (Y/N) English () Spanish () Symbols ()
***Hint: Call 2-1-1 or visit us at http://www.westchestergov.com/environment_largewaste.htm to request labels.*

4. **Are the recycling containers next to the garbage containers?** (Y/N)
***Hint: Placing containers for recyclables next to containers for garbage greatly improves cooperation and prevents the mixing of garbage with recyclables.*

5. **Are students and employees instructed on proper recycling practices?** (Y/N)
 - Are signs posted near collection bins and on bulletin boards? (Y/N)
 - Are reminders made at administrative meetings or through e-mail messages as needed? (Y/N)

6. **Are fluorescent bulbs collected for recycling?** (Y/N)

7. **Are electronics collected for recycling?** (Y/N)

8. **Are bulk metals, motor oil, or vehicle batteries collected for recycling (if applicable)?** (Y/N)
Bulk metals include large fixtures, appliances, and white goods such as washing machines or refrigerators.

Waste Reduction

9. **Are employees encouraged to reuse supplies? Is there an area in the supply closet to store used and reusable folders, divider tabs, and misc. supplies? (Y/N)**
***Hint: Order additional labels and tab inserts to encourage reuse of folders and subject dividers.*
10. **Are printers and copiers set to automatically print double-sided? (Y/N)**

External Garbage and Recycling Containers

11. **Does your school have separate, clearly labeled, external containers for garbage, paper, and commingled materials? (Y/N) Are the containers large enough to store all the recyclables your office generates between pick-up dates? (Y/N)**
- **Garbage:** Is the bin labeled? (Y/N) English () Spanish ()
 - **Paper:** Is the bin labeled? (Y/N) English () Spanish ()
Office paper, newspaper, and flattened cardboard (corrugated and grey)
 - **Commingled:** Is the bin labeled? (Y/N) English () Spanish ()
Glass, metal, and plastics coded 1 or 2 – including cans, jars, bottles, and food and beverage containers
12. **Are custodial staff instructed on proper recycling practices? (Y/N)**
- Have you confirmed that recyclable materials remain separate from garbage during collection and transfer to external containers? (Y/N)
 - Do you hold meetings and remind custodial staff, as necessary? (Y/N)
13. **Have you discussed with your hauler how to prepare recyclables for collection? (Y/N)**

Helpful Hints:

- * Programs are most successful when recycling bins are accessible to students and employees and conveniently located next to garbage containers.
- * Double-sided printing and copies saves paper and money. Printers and copiers may be configured to default to this setting.
- * Confirming that source separated recyclables are properly handled by custodial staff and haulers is imperative to achieving optimal results.
- * Some items (such as fluorescent bulbs, electronics, cell phones, Freon containing appliances, and rechargeable batteries) require special handling. Visit: www.westchestergov.com/recycling to learn more.