

Audit worksheet



Material	Bag:	Bag:	Bag:	Bag:	Bag:	Total (grams)
Location						
Office Paper: Clean, white paper used for photocopying and printing						
Mixed Paper: Mixed white, glossy and coloured paper, magazines and leaflets, newspapers						
Cardboard: Used for packaging						
Cans: Steel or aluminium						
Plastic: Plastic bottles, food packaging and plastic bags						
Glass: Usually glass drinks bottles						
Foil: Must be separated from cans						
Organic: Some food waste, flowers, grass clippings, plant cuttings. Anything that can be composted						
Residual Waste: Materials which cannot easily be recycled such as some types of packaging.						
Total:						