



Multi-family Residential Recycling Toolkit For Property Managers

Sample Visual Waste Assessment Scorecard

Address: _____

Date: _____

Inspected by: _____

Bin Fullness

| | | | | | |
|----------------------|----|-----|-----|-----|------|
| Garbage Bin | 0% | 25% | 50% | 75% | 100% |
| Recycling Bin | 0% | 25% | 50% | 75% | 100% |
| | 0% | 25% | 50% | 75% | 100% |
| | 0% | 25% | 50% | 75% | 100% |
| | 0% | 25% | 50% | 75% | 100% |

Inspection

| | Requires Immediate Attention | Poor | Adequate | Good | Excellent |
|--------------------------|------------------------------------|------|----------|------|-----------|
| Signage | 1 | 2 | 3 | 4 | 5 |
| Labels | 1 | 2 | 3 | 4 | 5 |
| Condition of bins | 1 | 2 | 3 | 4 | 5 |
| Cleanliness | 1 | 2 | 3 | 4 | 5 |
| Contamination | 1 | 2 | 3 | 4 | 5 |

Contaminants Include: _____

How to complete a waste audit?

1. Assemble a team of volunteers to help with this exercise. Ask them to wear comfortable clothing that they can move in and do not mind getting dirty.
2. Obtain basic personal protective equipment (e.g. nitrile gloves, masks, tongs and a first aid kit) and equipment needed for the audit. Equipment includes: a sorting table, buckets, extra bags, a scale (e.g. fish scale, platform scale or even a bathroom scale), and paper to record data (e.g. use the [Sample Waste Audit Data Collection Sheet](#) template provided below).
3. On the audit day:
 - a. Discuss the audit process with volunteers, ensuring to cover safety considerations and items to watch out for (e.g. broken glass, sharps, knives or sharp edges, feminine hygiene products, bloody items, chemicals or hazardous materials). Discuss the process if any of these items are found.
 - b. Set up your table, buckets and bags for easy sorting. Labelling the materials meant for each bucket or bag will ensure proper sorting.
 - c. Prepare your data recording sheet or audit template (see [Sample Waste Audit Data Collection Sheet](#)).
 - d. Select a sample each of garbage and recycling; this may be all materials available, or it may be a percentage of what is in your bins.
 - e. Start with garbage or recycling. Opening one bag at a time, quickly scan the bag for [hazardous materials](#), then sort the contents into the labelled material-specific buckets and bags.
 - f. Once all materials have been sorted, record the volume and/or weight of each bucket or bag. Hint: the volume of material collected is determined by the size of bucket or bag you use multiplied by the percentage that it is filled (e.g. a 10 L bag that is 25% full = 2.5 L).
 - g. Once all the garbage and recycling bags have been sorted, total your weights or volumes for the two streams, and then repeat steps E to F for any other material streams.
 - h. Clean up. Dispose of the waste and recycling into the correct bins, sweep and mop as required, then clean your audit equipment and put them away.
 - i. Wash your hands and change your clothes.
4. Analyze results; what materials were found in each stream that should not have been there?
5. Communicate the results to residents with information on better source separation. Use the email template in Other Resources section of the [Property Managers Toolkit](#) and send the findings to your residents.

Sample Waste Audit Data Collection Sheet

Address: _____

Date: _____

Audited by: _____

Unit of measure:

(e.g. kilograms or pounds for weight, cubic meters or yards for volume)

| | Garbage Bin | % of Garbage | Recycling Bin | % of Recycling |
|--|--------------------|---------------------|----------------------|-----------------------|
| Garbage & Residuals | | | | |
| Recyclables (paper, tin, and plastic container packaging) | | | | |
| Depot Recyclables (glass, styrofoam, plastic bags, flexible plastics) | | | | |
| Food Waste | | | | |
| Yard Waste | | | | |
| Hazardous Waste | | | | |
| TOTALS | | | | |

Instructions: 1) Sort all materials collected in your garbage stream into your buckets/bags by material-type. 2) Quantify material in each bucket and record the weight or volume in the Garbage Bin column. 3) Clean up, and repeat Steps 1 & 2 for Recycling. 4) Calculate the % of each material type compared to the total materials audited for that stream. 5) Communicate successes and areas for improvement to your residents.