



Workplace Recycling Checklist

Congratulations! You are about to prepare for your Recycle Everywhere bin order. The checklist below will help you answer the questions you will need to know before you fill out your Recycle Everywhere bin agreement. Whether you are enhancing your existing program, or just beginning a beverage container recycling program, this form will give you the tools you need to get started! Once this checklist is complete, visit [this webpage](#) for next steps.

1. What materials can you currently recycle at your workplace? Check all that apply.

Paper

Beverage containers including cans, cartons, juice boxes, glass and plastic bottles

Food containers

Cardboard packaging

2. Who currently empties the recycling bins at your workplace? If you do not have a recycling program in place, who will take on this duty when you do?

**Hint! Office cleaners can often take on this job. If not, designate a workplace champion in your office or building to be in charge of recycling.*

3. Who is your Collection Service Provider(s)?

**Hint! Who removes your waste and/or recycling from your building(s)?*

4. Do you already have recycling collection and adequate space to accommodate all your recyclable materials that will be collected?

Yes

No

If you answered 'no' to question 4 above, then contact your Collection Service Provider to add recycling collection or to enhance the services that you currently have.

5. Who will the main contact or workplace recycling champion for the recycling program be?

**Hint! This person should be the main point of contact if any employees or the public have questions about your recycling program. They should also be the main contact on your Recycle Everywhere bin agreement.*

6. Who is the secondary contact for your workplace recycling program?

**Hint! It is beneficial to have a back-up person in place in case of the absence of your main contact.*

7. What are the biggest challenges that you currently face with your existing recycling program or with starting a new program?

**Hint! This will help to identify how to overcome these barriers and who you may need to talk to in order to get a recycling program started. You can bring these issues to your Property Management Company, upper management, or Collection Service Provider for example.*

Recycling Bin Needs Assessment

The worksheet below will help you to identify what areas and types of Recycle Everywhere bins you will need for your workplace. When filling this portion of the checklist out consider the following tips:

- **Pair** waste and recycling bins side-by-side, even a few feet away from each other can lead to ineffective recycling. Waste and recycling bins should be the same height and size.
- **Locate** bins in key common areas.
- **Promote** the program using posters provided by Recycle Everywhere.
- **Educate** employees about recycling best practices through internal communications such as office memos, team meetings, and the company newsletter or intranet.
- **Communicate** collection instructions to cleaning staff.
- Always use **clear bags** in bins when consolidating materials.
- **Celebrate** your success and share it with all employees!



Below are the recommended workplace bin models and their suggested applications. For a full list of Recycle Everywhere bin models please visit RecycleEverywhere.ca.



| Location | Current waste/recycling bins | Style of Recycle Everywhere bin needed to match existing waste bin | Number of bins needed | Notes |
|-----------------------------|--|--|------------------------|--|
| <i>Example:</i> Hallways | <i>Paper collection bins, small metal garbage bins</i> | <i>Round Metal Indoor Bins</i> | <i>2 on each floor</i> | <i>Need to standardize signage. Too many different bins in a given area, very confusing.</i> |
| Hallways | | | | |
| Foyers & Entrances | | | | |

| | | | | |
|--------------------------------|--|--|--|--|
| Smaller Spaces and Break Rooms | | | | |
| Meeting Rooms | | | | |
| Lunch Rooms/Cafeterias | | | | |
| Outside | | | | |
| Other | | | | |

You are ready to fill out your free Recycle Everywhere bin application! Visit RecycleEverywhere.ca to fill out your form today. For any questions about the program or to request a site visit to evaluate your recycling needs, contact info@recycleeverywhere.ca or 204-942-2284.