

# GALLOWAY BUSINESS / INSTITUTIONAL

## TRASH / RECYCLING CHECKLIST

It is the law to recycle; but above and beyond that, if you handle your solid waste and recycling effectively, you should save money. The following is a checklist / guideline that should help you to refine your workplace in-house program. After you have completed the form, please make a copy for your records and send the original to:

**Barbara Fiedler, Chief Sustainability Officer, 300 E Jimmie Leeds Road., Galloway, NJ 08205 / [bfiedler@gtnj.org](mailto:bfiedler@gtnj.org)**

NAME OF ESTABLISHMENT: \_\_\_\_\_

CONTACT INFORMATION: \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF ESTABLISHMENT: Office \_\_\_\_\_ Medical Office \_\_\_\_\_ Bank \_\_\_\_\_ Hotel/Motel \_\_\_\_\_

Wholesale Store \_\_\_\_\_ Grocery/Convenience Store \_\_\_\_\_ Retail Store \_\_\_\_\_ Restaurant \_\_\_\_\_

Educational Facility \_\_\_\_\_ Other \_\_\_\_\_

NAME OF YOUR CURRENT TRASH/RECYCLING HAULER: \_\_\_\_\_

### **RESTAURANTS/GROCERIES ONLY**

NAME OF FOOD WASTE/GREASE HAULERS): \_\_\_\_\_

### **INTERIOR OFFICE SPACE:**

DO YOU HAVE A SMALL RECYCLING CONTAINER FOR PAPER NEXT TO EACH TRASH CAN AT EACH DESK? Yes \_\_\_\_\_ No \_\_\_\_\_

IF NO, IS THERE A SET OF RECYCLING/TRASH CANS WITHIN 10 FEET OF EACH DESK? Yes \_\_\_\_\_ No \_\_\_\_\_

IS THERE A LARGE RECEPTACLE FOR PAPER NEXT TO EACH COPIER? Yes \_\_\_\_\_ No \_\_\_\_\_

IS THERE A CONTAINER FOR CANS & BOTTLES IN THE LUNCHROOM AND NEXT TO EACH SODA/WATER MACHINE?

Yes \_\_\_\_\_ No \_\_\_\_\_

### **CONVENIENCE STORES/ GROCERIES - EXTERIOR PUBLIC AREA:**

IF YOU SELL TAKE-OUT BEVERAGES, DO YOU HAVE A RECEPTACLE FOR CANS AND BOTTLES NEXT TO A TRASH CAN EITHER OUTSIDE THE STORE OR DIRECTLY INSIDE THE STORE? Yes \_\_\_\_\_ No \_\_\_\_\_

### **FREQUENCY OF COLLECTION**

TRASH (CIRCLE ONE) 1X WEEK 2X WEEK 3X WEEK OTHER \_\_\_\_\_

RECYCLING (CIRCLE ONE) 1X WEEK 2X WEEK 3X WEEK OTHER \_\_\_\_\_

TYPE OF COLLECTION (CHECK ONE) CURBSIDE \_\_\_\_\_ DUMPSTER \_\_\_\_\_

DO YOU SHARE A TRASH/RECYCLING COLLECTION AREA WITH OTHER BUSINESSES? Yes \_\_\_\_\_ No \_\_\_\_\_

IF COLLECTION IS CENTRALIZED, HOW MANY DUMPSTERS DO YOU HAVE FOR TRASH? \_\_\_\_\_

HOW MANY RECYCLING CONTAINERS DO YOU HAVE IN THE COLLECTION AREA? \_\_\_\_\_

### **CURBSIDE COLLECTION**

HOW MANY CONTAINERS DO YOU PLACE OUT FOR COLLECTION? TRASH \_\_\_\_\_ RECYCLING \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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