

SCHOOL WALK- THROUGH

RECYCLING CONTAINER INVENTORY



INTRODUCTION

A successful school recycling program has accurately labeled recycling containers throughout the building including offices, classrooms, and common areas. It is considered a "best practice" to locate a recycling container next to every landfill container. Containers must be clearly labeled, using images whenever possible with simple text. SWACO has created recycling and landfill container labels that can be downloaded on our on our School Recycling Resources webpage.

To begin, contact your hauler to ask about the exact items that are accepted for recycling in your program. The following pages can be used to conduct a school walk-through to identify the number of needed containers and labels. These pages also include helpful reminders with tips and ideas for implementing a sustainable program at your school!

Please complete the following:

School Name _____ Date _____

Name of Person Completing Walk-Through _____



FRONT DESK

1. Are there recycling containers?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, do they have accurate labels with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: Recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



OFFICES

1. Do staff offices have recycling containers?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, do they have accurate labels with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



COPIERS & PRINTERS

Tip: To save paper, set the printer to default double-sided for all print jobs.

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Yes | No

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2. If yes, do they have accurate labels with pictures and simple text?

Yes | No

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Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



SUPPLY/STORAGE ROOM

Tip: Consider creating an area for staff to bring unused, gently used or unwanted office supplies to share for reuse and distribution.

1. Is there a recycling container?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, does it have a label with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



STAFF BREAKROOM

1. Are there recycling containers?

Yes | No

Tip: Recycling containers used for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should have simple text & images, if space allows, indicating what is accepted for recycling. Be sure to check with the hauler in advance to ask if carton containers are accepted in your recycling program.

2. If yes, do they have corresponding labels with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. If there are no recycling containers how many recycling containers are needed? _____

ADDITIONAL NOTES:



CLASSROOMS

1. Are there recycling containers?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, do they have accurate labels with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers in classrooms, list all classrooms below to determine the number of needed containers:

How many recycling containers are needed? _____



ART ROOM

1. Is there a recycling container?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, does it have a label with pictures and simple text?

Yes | No

If no, please visit our [School Resources Recycling webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, is the recycling container placed beside a landfill container?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Does the recycling container have a liner?

Yes | No

If yes, does it need a liner?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there is not a recycling container, how many recycling containers are needed?

ADDITIONAL NOTES:



MUSIC ROOM

1. Is there a recycling container?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, does it have a label with pictures and simple text?

Yes | No

If no, please visit our [School Resources Recycling webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, is the recycling container placed beside a landfill container?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Does the recycling container have a liner?

Yes | No

If yes, does it need a liner?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there is not a recycling container, how many recycling containers are needed?

ADDITIONAL NOTES:



LIBRARY

1. Is there a recycling container?

Yes | No

Tip: Recycling containers should be blue with the recycling symbol.

2. If yes, does it have a label with pictures and simple text?

Yes | No

If no, please visit our [School Resources Recycling webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, is the recycling container placed beside a landfill container?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Does the recycling container have a liner?

Yes | No

If yes, does it need a liner?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there is not a recycling container, how many recycling containers are needed?

ADDITIONAL NOTES:



CAFETERIA

Tip: If you collect bottles, cans and/or carton containers for recycling, it is important to have a place for students to empty liquids prior to throwing their recyclables in the recycling containers. Liquids may be emptied into the landfill containers or emptied into a reused 5-gallon bucket. Either method will work.

1. Are there recycling containers?

Yes | No

2. If yes, do they have lids?

Yes | No

Tip: Recycling containers used for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should have simple text & images, if space allows, indicating what is accepted for recycling. Be sure to check with the hauler in advance to ask if carton containers are accepted in your recycling program.

3. If yes, are the recycling containers clearly labeled?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels and place on large cafeteria containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted in recycling and landfill containers. It is important to review with students what can and cannot be placed in the cafeteria recycling container/s prior to starting lunch.

4. Are recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



AUDITORIUM

1. Are there recycling containers?

Yes | No

2. If yes, do they have corresponding labels with pictures and simple text?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



COMMON AREA(S)

1. Are there recycling containers?

Yes | No

2. If yes, do they have lids?

Yes | No

Tip: Recycling containers used for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should have simple text & images, if space allows, indicating what is accepted for recycling. Be sure to check with the hauler in advance to ask if carton containers are accepted in your recycling program.

3. If yes, are the recycling containers clearly labeled?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

4. Are recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



ATHLETIC AREAS

1. Are there recycling containers?

Yes | No

2. If yes, do they have lids?

Yes | No

Tip: Recycling containers used for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should have simple text & images, if space allows, indicating what is accepted for recycling. Be sure to check with the hauler in advance to ask if carton containers are accepted in your recycling program.

3. If yes, are the recycling containers clearly labeled?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

4. Are recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



OUTDOOR AREA(S)

1. Are there recycling containers?

Yes | No

2. If yes, do they have lids?

Yes | No

Tip: Outdoor recycling containers for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should also have text and images, if space allows, indicating what is accepted for recycling.

3. If yes, are the recycling containers clearly labeled?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Labels on outdoor containers will need to be weatherproof and at eye-level or visible on tall containers.

4. Are recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

5. If there are no recycling containers, how many are needed?

ADDITIONAL NOTES:



OTHER AREA(S):

1. Are there recycling containers?

Yes | No

2. If yes, do they have lids?

Yes | No

Tip: Recycling containers used for the collection of bottles & cans should have lids with small round openings to reduce the amount of non-accepted materials from being placed in the recycling container. Lids should have simple text & images, if space allows, indicating what is accepted for recycling. Be sure to check with the hauler in advance to ask if carton containers are accepted in your recycling program.

3. If yes, are the recycling containers clearly labeled?

Yes | No

If no, please visit our [School Recycling Resources webpage](#) to download labels for recycling and landfill containers.

Tip: Keep labels at eye-level. Laminate labels for recycling and landfill and place on tall containers with tack or putty. If containers are short, labels can be laminated and placed on the wall behind the containers with tack or putty. It will make it easier for staff and students to see what is and what is not accepted.

3. If yes, are the recycling containers placed beside landfill containers?

Yes | No

Tip: recycling and landfill containers should always be grouped together.

4. Do the recycling containers have liners?

Yes | No

If yes, do they need liners?

Tip: If you are collecting only paper and cardboard in your recycling container, consider NOT using a liner to reduce costs & waste.

5. If there are no recycling containers, how many are needed?



DUMPSTERS/COMPACTORS

1. Are the dumpsters and/or compactors clearly labeled?

Tip: It should be easy for custodial staff, teachers, and students to determine which container is for recyclables and which is for landfill material. If they are not clearly labeled, talk to your service provider about improving the labels or contact SWACO.

2. Are the dumpsters and/or compactors locked? If not, should they be?

Tip: If your school has trouble with illegal dumping, you may want to consider locking the dumpster, compactor or enclosing the area with a locked gate.

3. Does staff monitor the volume of waste in each and make necessary adjustments to the pull schedule?

Tip: By paying close attention to the volume in dumpsters, schools may be able to realize a cost-savings by having dumpsters emptied only when full.

If your school has not monitored the volume in the recycling and landfill dumpsters, consider downloading and using SWACO's "Dumpster Monitoring Volume Log" found at www.swaco.org.

ADDITIONAL COMMENTS:



TOTALS

Use this space to tally up the total number of recycling containers needed and summarize. Please provide comments and action items identified that may have come up while conducting the walk-through.

Total Number of Recycling Containers for the Front Desk, Office, and Storage Areas.

Total Number Recycling Containers Needed for Classrooms.

Total Number of Recycling Containers needed for the Staff Breakroom, Printer & Copier, Athletic, Auditorium, Outdoor and/or Common Areas.

Total Number of Recycling Containers needed for the Cafeteria

Total Number of Recycling Containers needed for Other Areas. Please describe below.

COMMENTS & ACTION ITEMS: