

# Waste minimisation

Is office paper saved for recycling?

Y/N

*Comment and action points*

Are envelopes opened carefully for reuse?

Y/N

*Comment and action points*

Is paper used on both sides before recycling?

Y/N

*Comment and action points*

Are photocopies always backed?

Y/N

*Comment and action points*

Are letters sent home using a sibling's list?

Y/N

*Comment and action points*

Does the school have email addresses for families?

Y/N

*Comment and action points*

Are copy documents kept on disk rather than paper?

Y/N

*Comment and action points*

Is scrap paper turned into useful notepads?

Y/N

*Comment and action points*

Do school lunches avoid throwaway materials?

Y/N

*Comment and action points*

Does the school host or use recycling facilities?

Y/N

*Comment and action points*

# Waste minimisation (cont)

Does the school have compost bins?

Y/N

*Comment and action points*

Are they regularly added to, turned and used?

Y/N

*Comment and action points*

Does the school buy recycled fibre file paper and exercise books?

Y/N

*Comment and action points*

Is the school's headed paper printed on recycled paper?

Y/N

*Comment and action points*

Is the toilet paper made from recycled fibre?

Y/N

*Comment and action points*

Are the hand towels made from recycled fibres?

Y/N

*Comment and action points*

Is the school photocopier paper made from recycled fibre?

Y/N

*Comment and action points*

Are aerosol products with CFC propellant avoided?

Y/N

*Comment and action points*

Are products made from tropical hardwoods avoided?

Y/N

*Comment and action points*

Are long-life products chosen over short-life ones?

Y/N

*Comment and action points*

Are materials bought in large packs to avoid excessive packaging?

Y/N

*Comment and action points*