VISUAL WASTE AUDIT

DUNEDIN CITY COUNCIL | kaunihera a-rohe o Ōtepoti

A visual waste audit is a great starting point to understanding the type and amount of waste your organisation produces and helps identify areas that need improvement. It does not replace a traditional waste audit, where all waste is sorted and weighed by category, but it does provide you with a rough picture.

HOW TO CONDUCT A VISUAL WASTE AUDIT:

1. Choose a relatively normal business day so you can get an accurate idea of your organisation's waste.
2. Walk around the organisation and look inside each of your communal bins and use the table below to record your findings.
3. Assess your findings to identify areas where you think you could improve.
4. Check out the DCC website's 'Reducing your waste' page and its *A to Z disposal* search for ways to reduce, reuse and recycle your waste.

Date and time	Bin location and number	Is the bin located in a suitable and accessible place?	Bin size / capacity	Bin waste type (recycling, general, glass etc)	How full is the bin?	Most common items seen in the bin	Are there items in the bin which should not be there? E.g., mixed/ incorrect recycling or waste products, or recyclables in general waste, etc	Is there a sign clearly explaining what items can go in the bin?	How often is the bin emptied?	Comments