

VISUAL AUDIT REPORT

Purpose: Utilize the table below to visually audit your recycling, organics, and trash containers. Earmark any areas of concern including missing signage or contamination. Familiarize yourself with what is and isn't recyclable. Athens' [What Goes Where Guide](#) and [Recycling Cheat Sheet](#) can be used as a reference guide.

For office/business spaces: Be sure to audit all areas including the eating areas, suites, and outdoor areas. Recycling and landfill containers (and organics containers where applicable) must be grouped together, easily accessible and visible, clearly marked with signage on what "can or cannot be placed into each container," and properly serviced. Organics containers should be included in areas where food is present and grouped together with recycling and landfill.

Contamination can occur when:

- (1) wasted food (organics) and non-recyclable packaging (such as plastic film and granola wrappers) are found in the recycling container; and/or
- (2) recyclable materials (such as plastic, metals, and glass) and landfill packaging are found in the organics container; and/or
- (3) organics and recyclable materials are found in the landfill container.

Auditor Name: _____ **Date:** _____

Room # or Location	Circle bins found at sorting station (Trash / RYC / ORG)	Correct Signage? Y/N	Contaminated? Y/N	Indicate missing signage or containers, and add any notes on contamination or other observations.
103	(Trash / RYC / ORG)	No	Yes	e.g. missing one trash signage, food in recycling
Kitchen	(Trash / RYC / ORG)	Yes	No	e.g. missing one recycle container
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Auditor Name: _____ Date: _____

Room # or Location	Circle bins found at sorting station (Trash / RYC / ORG)	Correct Signage? Y/N	Contaminated? Y/N	Describe signage or containers missing, add any notes on contamination.
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