TEAM CHECK

Our recycling check

Team: _____ **Date:** _____ **Checked by:** _____

- [ ]  A recycling bin is easy to reach in each area
- [ ]  Every bin has a clear label
- [ ]  Bins are emptied before they overflow
- [ ]  Printers and copiers have a paper recycling bin nearby
- [ ]  Kitchen has separate food and drink waste bins
- [ ]  New starters know where to put their waste