

GALLOWAY BUSINESS /INSTITUTIONAL

TRASH / RECYCLING CHECKLIST

It is the law to recycle; but above and beyond that, if you handle your solid waste and recycling effectively, you should save money. The following is a checklist / guideline that should help you to refine your workplace in-house program. After you have completed the form, please make a copy for your records and send the original to: **Barbara Fiedler, Galloway Sustainability Initiatives, 300 E. Jimmie Leeds Road, Galloway, NJ 08205.**

NAME OF ESTABLISHMENT: _____

CONTACT INFORMATION: _____

PHONE _____ FAX _____ EMAIL _____

TYPE OF ESTABLISHMENT: Office _____ Medical Office _____ Bank _____ Hotel/Motel _____

Wholesale Store _____ Grocery/Convenience Store _____ Retail Store _____ Restaurant _____

Educational Facility _____ Other _____

NAME OF YOUR CURRENT TRASH/RECYCLING HAULER: _____

RESTAURANTS/GROCERIES ONLY

NAME OF FOOD WASTE/GREASE HAULERS): _____

INTERIOR OFFICE SPACE:

DO YOU HAVE A SMALL RECYCLING CONTAINER FOR PAPER NEXT TO EACH TRASH CAN AT EACH DESK?

Yes _____ No _____

IF NO, IS THERE A SET OF RECYCLING/TRASH CANS WITHIN 10 FEET OF EACH DESK? Yes _____ No _____

IS THERE A LARGE RECEPTACLE FOR PAPER NEXT TO EACH COPIER? Yes _____ No _____

IS THERE A CONTAINER FOR CANS & BOTTLES IN THE LUNCHROOM AND NEXT TO EACH SODA/WATER MACHINE?

Yes _____ No _____

CONVENIENCE STORES/ GROCERIES - EXTERIOR PUBLIC AREA:

IF YOU SELL TAKE-OUT BEVERAGES, DO YOU HAVE A RECEPTACLE FOR CANS AND BOTTLES NEXT TO A TRASH CAN EITHER OUTSIDE THE STORE OR DIRECTLY INSIDE THE STORE? Yes _____ No _____

FREQUENCY OF COLLECTION

TRASH (CIRCLE ONE) 1X WEEK 2X WEEK 3X WEEK OTHER _____

RECYCLING (CIRCLE ONE) 1X WEEK 2X WEEK 3X WEEK OTHER _____

TYPE OF COLLECTION (CHECK ONE) CURBSIDE _____ DUMPSTER _____

DO YOU SHARE A TRASH/RECYCLING COLLECTION AREA WITH OTHER BUSINESSES? Yes _____ No _____

IF COLLECTION IS CENTRALIZED, HOW MANY DUMPSTERS DO YOU HAVE FOR TRASH? _____

HOW MANY RECYCLING CONTAINERS DO YOU HAVE IN THE COLLECTION AREA? _____

CURBSIDE COLLECTION

HOW MANY CONTAINERS DO YOU PLACE OUT FOR COLLECTION? TRASH _____ RECYCLING _____

COMMENTS: _____

GALLOWAY TOWNSHIP COMMUNITY SERVICES
COMMUNITY EDUCATION DIVISION
300 E. JIMMIE LEEDS ROAD
GALLOWAY, NJ 08205