

Worksheet 3.7B

Waste and recycling action plan

This is an example only – adapt this worksheet to suit your organisation's requirements, and review your plan on an annual basis.

Property name:				
Address:				
NLA or GLA of building (m ²):				
Date:	Prepared by:		Approved by:	
Key contractors for the following services:				
Cleaning:		Specialist recycling contractors:		
Waste removal:		Liquids (e.g. waste oil):		
General recycling contractors:		Fluorescent lamps:		
Organics (e.g. food waste):		Other (e.g. toner cartridges, batteries, mobile phones):		
NABERS Waste rating:				
Waste generation targets for financial year				
Waste stream (adapt this for your waste stream)	Monthly target (kg or tonnes)	Annual target (kg or tonnes)	Contamination % ¹	Method of disposal and contractor
Putrescible waste				
Paper (unsecure)				
Paper (secure)				
Cardboard				
Co-mingled plastics				
Green waste				
Food waste				
Cooking oils				
Other:				

¹ Contamination % subject to confirmation by Waste Collection Contractor

Short-term opportunities

(Actions with a payback of typically less than 3 years)

	Actions or initiatives to be taken to achieve targets or reduce waste generation, contamination levels etc.	Responsibility	Expected waste savings (kg)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Cleaning and waste contracts and waste records							
	Tenancy waste facilities							
	Transfer of waste and recycling to base building handling areas							
	Waste and recycling handling areas/compound							

Summary for short-term opportunities

Total waste savings (kg):
Total recycling achieved (kg)
Total recycling as percentage of total waste generated (%)
Total cost savings as a % of total cost

Sign:

Sign:

Date:

Date:

Medium-term opportunities

(Actions with a payback of typically between 3 to 5 years, often with other benefits too.)

	Actions or initiatives to be taken to achieve targets or reduce waste generation, contamination levels etc.	Responsibility	Expected waste savings (kg)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Cleaning and waste contracts and waste records							
	Tenancy waste facilities							
	Transfer of waste and recycling to base building handling areas							
	Waste and recycling handling areas/compound							

	Actions or initiatives to be taken to achieve targets or reduce waste generation, contamination levels etc.	Responsibility	Expected waste savings (kg)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date

Summary for medium-term opportunities

Total waste savings (kg):			
Total recycling achieved (kg)			
Total recycling as percentage of total waste generated (%)		Sign:	Sign:
Total cost savings as a % of total cost		Date:	Date:

Long-term opportunities

(Actions with a payback of typically more than 5 years, but with other significant benefits too such as improved maintenance and conditions.)

	Actions or initiatives to be taken to achieve targets or reduce waste generation, contamination levels etc.	Responsibility	Expected waste savings (kg)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Cleaning and waste contracts and waste records							
	Tenancy waste facilities							
	Transfer of waste and recycling to base building handling areas							

	Actions or initiatives to be taken to achieve targets or reduce waste generation, contamination levels etc.	Responsibility	Expected waste savings (kg)	Cost to implement	Payback period or internal rate of return	Time required to implement	Planned completion date	Actual completion date
	Waste and recycling handling areas/compound							

Summary for long-term opportunities

Total waste savings (kg):	
Total recycling achieved (kg)	
Total recycling as percentage of total waste generated (%)	
Total cost savings as a % of total cost	

Sign:		Sign:	
Date:		Date:	