

School: (Ideally talk to the custodian or cafeteria staff for trash questions, and the principal for school policy questions. Please use the back of the page for more room if needed).



School name:	School contact and phone #:	Name of person filling out this form:
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RECYCLABLES (invoicing questions for main office, vending machines, and cafeteria)					
	Number of cases ordered/ bought per year	Number of items etc. in a case	Purchased from in-town or out of town (circle)	Any seasonal fluctuations?	Other comments
<b>Aluminum cans</b>			In Out		
<b>Plastic (bottles, jugs, containers)</b>			In Out		
<b>Glass (bottles, containers)</b>			In Out		
<b>Tin cans - small</b>			In Out		
<b>White Office Paper</b>	# of reams:		In Out		
<b>Colored or other paper</b>	# of reams:		In Out		
<b>Text books</b>			In Out		
<b>School schedule and use:</b>	# of weeks of Summer school: _____ # of kids attending: _____ How many kids does the school have during regular school year?: _____		Number of other program/camp weeks: _____ Number of people attending: _____ Is cafeteria open typically during summer?: _____ Comments on school use: _____		

CARDBOARD	
Question:	Answer:
<b>About how many boxes are ordered?</b>  If your answer is a <i>volume</i> , specify whether boxes are flattened or unflattened, or baled.	Number of boxes: How often:  Or Volume: How often: Flattened (circle which?): Yes No Some Most
<b>When do most of the supplies come in?</b>	
<b>Does any of the cardboard get used instead of thrown out?</b>	Yes, it is used for:  About how much? Percent of total: _____ Or Number of boxes: _____ How often? _____
<b>Comments:</b>	
Shop/garage for machine, bus maintenance	
<b>Is there a used oil burner?</b>	Where: Brand:
<b>If not, where is oil disposed?</b>	
<b>Where do vehicle batteries go?</b>	
<b>How many school vehicles are there?</b>	Large buses: _____ Vans: _____ Big Trucks: _____ Small buses: _____ Cars: _____ Small Trucks: _____

VENDING MACHINE QUESTIONS	
How many vending machines with drinks in aluminum cans?	
Any glass bottles sold?	
Any plastic bottles sold?	
Is it the school or another company that orders for the vending machines (circle below)? School    or    Another company	IF another company, are the vending machine orders included in the Recyclable Table totals on previous page? ___Yes ___No  Please list the company and contact info for us:

OTHER RECYCLABLES ORDERED (e.g. ink jet cartridges, batteries, etc.)			
Type of recyclable	Number/amt. ordered	How often	Comments



GARBAGE QUESTIONS						
Types of wastes generated and approx. % of each type (e.g. 90% paper, 10% etc.)	# of garbage bags (or dumpster loads) generated PER WEEK	Size of garbage bags (or dumpster) (for example 30-gallon bags or 3yd3 dumpster)	Percent full (this is how full the garbage bags or dumpsters are when they are thrown out/emptied)	Seasonal fluctuations? Describe:	If recyclables are separated out (alum. cans, glass, plastic, paper) how many or what volume is generated each school week? (for cardboard see page 1)	Other Comments
School office:	# of garbage bags per week:	Size of garbage bags:			Al cans/wk:  Glass/wk:  Plastic/wk:  Paper/wk:	
Rest of school:	# of garbage bags per week: OR # of dumpsters per week:	Bag size:  Dumpster size:	Bags average of ___% full.  Dumpsters average ___% full.		Al cans/wk:  Glass/wk:  Plastic/wk:  Paper/wk:	