

School Waste Audit – Data Collection Template

Audit method (circle one): WEIGHING AUDIT VISUAL AUDIT

Section 1: Audit Context

School name	
Date	
Area audited (e.g. classroom, staffroom, playground)	
How many days of waste were collected?	

Section 2: Participants

Who was involved in the audit? (number of students, staff, others)

Section 3: Waste Data Collection

Complete weight columns for a WEIGHING AUDIT, or visual/volume columns for a VISUAL AUDIT.

Volume of box/container:

Material type	Weight (kg)	% of total (weight audit)	Visual estimate (full, ½, ¼)	Estimated volume (L)	Notes / observations
Plastics (1, 2, 5)					
Soft plastics					
Clean paper / cardboard					
Metals (aluminium, tin)					
Glass					
Food waste					
Compostable paper					
All other waste (landfill)					
Hazardous waste					
TOTAL					

Section 4: Summary

Total waste (kg – weighing audit only)	
Total volume (L – visual audit only)	
Total divertable materials	
% of waste that could be diverted from landfill	

Section 5: Reflection and Action

What surprised us about the waste we found?

One action we could take based on this audit:

Reduce:

Reuse:

Recycle / compost better:

Safety and Audit Notes

- Wear gloves and closed shoes at all times
- Wash hands thoroughly after the audit
- Separate any hazardous items carefully
- Ensure waste is audited in a safe, supervised space