

## WASTE MANAGEMENT BASELINE QUESTIONNAIRE

Tell us about current waste and material initiatives in your office before participating in the Green Office Challenge.

1. Name of Company: \_\_\_\_\_
2. Does your building offer a recycling program?  
 Yes  
 No
3. Does your office currently have a recycling program?  
 Yes (continue to #3)  
 No (continue to #5)
4. Which of the following items do you recycle in your office?  
 Paper  
 Glass  
 Plastics  
 Electronics  
 Batteries  
 Ink toner cartridges  
 Compost  
 Other
5. Do you currently have recycling bins at each workstation in your office?  
 Yes  
 No
6. Has your office completed a waste audit in the last year?  
 Yes (continue to #6)  
 No (continue to #7)
7. What was your recycling rate? \_\_\_\_\_
8. Which of the following strategies does your office use to reduce wasteful paper use:  
 Double-sided printing  
 Electronic memos  
 Eliminating junk mail  
 Other