






JANITOR'S CHECKLIST




for Trash and Recycling

Date: _____

Location: _____

S M T W T H F S

CHECKLIST TOPIC	 LOOKS GOOD	 THERE'S A PROBLEM	 RECURRING (Y/N)	NOTES
Trash and recycling area neat and clean – no litter around bins				
No overflowing recycling				
No overflowing trash				
Boxes flattened/broken down				
Labels present on containers <i>(labeled as recycling/trash container, hauler name, hauler phone number, and size of container)</i>				
Signage above or around containers <i>(acceptable items, when/where recycling is collected)</i>				
No damage to containers <i>(holes, missing lids, etc.)</i>				
Container lids are closed				

CHECKLIST TOPIC	 LOOKS GOOD	 THERE'S A PROBLEM	 RECURRING (Y/N)	NOTES
No excessive odor				
No evidence of rodents				
Recycling contamination				
• Plastic bags /wraps/film				
• Batteries/electronics/cords				
• Chemicals/paint				
• Food waste				
• Bedding/clothes/carpet/textiles				
• Furniture				
Entire cart/tote contaminated <i>(contains over 60% of above items)</i>				
Recycling collected at least (2x/wk)				
Garbage collected at least (2x/wk)				

Additional Comments

*Black bags cannot be used to hold recyclables. Clear or non-pigmented plastic bin liners to hold clean and empty recyclables are allowed but not preferred. Even though the District tolerates clear, transparent bags, your hauler may require that recycling is un-bagged. Best practice: Leave recyclables loose in container.