

DRAFT Waste Management Checklist

Excerpted from Tools for Schools Action Kit, Health Canada.

Date: _____

To be completed by:

- School Custodial staff
- School food services staff
- Contract service providers

Read Health Canada's Tools for schools Action Kit's **Introduction, Backgrounder and pages 13-3 to 13-5.**

Select waste containers by considering the kind of material that is placed in them. Metal bins are superior to plastic bins. Plastics are not good for the environment, but also accidental fires in plastic bins create highly toxic gasses.

- Food waste or food-contaminated papers and plastics should be contained securely (e.g., covered containers, tied-off plastic bags) to discourage flies and other vermin.
- Recycling bins should be clearly labelled so people don't put other types of trash in them.
- Some materials may require special handling (e.g., waste generated in art classes, science classes, and vocational/ industrial education classes, fluorescent lights, batteries...). Work with teachers or administrators to identify the best methods for handling special wastes.
- Discourage the storage of food in classrooms and offices. Where necessary, food should be stored in sealed, durable containers and inspected frequently.
- Metal bins are in use
- Existing waste containers are appropriate and do not need to be changed.
- New waste containers appropriate to their waste are being installed.
- Need help to select and obtain appropriate waste containers.

Locate dumpsters away from outdoor air intakes, doors, and operable windows

- Ideally, prevailing winds should carry odours and contaminants away from the building.
- Dumpsters are located away from air intakes, doors, and operable windows.
- Dumpsters are being moved.
- Need help to find appropriate location and/or move dumpsters.

Empty waste containers regularly and frequently, and store them in an appropriate location

- Follow a regular schedule that minimizes odours and deprives vermin of their food source.
- Containers with plastic liners that are regularly replaced do not need to be cleaned and disinfected as often as unlined containers.
- Do not store waste containers in rooms with heating, cooling, or ventilation equipment that supplies conditioned air to other rooms.
- Waste containers are emptied regularly and frequently.
- Waste containers are stored in an appropriate location.
- Need help to modify the waste removal schedule.

Problem Summary

- All activities on this checklist have been completed and no help is required.
- OR
- A list of problems and/or assistance required is attached.