



Corporate Office Waste Self-Audit Checklist (1-Page Guide)

Organization: Cut The Waste | Domain: cutthewaste.org | Tax-Exempt Status: 501(c)(3)

1. PAPER & PRINTING EFFICIENCY

- ☐ Are double-sided printing and black-and-white modes set as default across all office printers?
- ☐ Is there a dedicated paper reuse box near printers for single-sided misprints?
- ☐ Have paper invoices, paystubs, and internal memos been fully transitioned to digital workflows?
- ☐ Is all purchased office paper made from at least 30% post-consumer recycled content?

2. BREAKROOM & SINGLE-USE PLASTIC ELIMINATION

- ☐ Are single-use plastic water bottles, cups, and plastic cutlery replaced with reusable glass/ceramic options?
- ☐ Identify businesses that are having success today.
- ☐ Understand the problem(s) your business will solve.

3. WASTE SEPARATION & SIGNAGE

- ☐ Are recycling bins placed directly next to all general trash bins to prevent cross-contamination?
- ☐ Is clear visual signage (indicating paper, plastic, glass, and aluminum) posted above every bin?
- ☐ Is electronic waste (batteries, cables, old hardware) collected separately for certified e-recycling?

4. PROCUREMENT & SUSTAINABLE SUPPLY CHAIN

- ☐ Do office supply orders prioritize zero-plastic packaging and refillable options (e.g., refillable pens)?
- ☐ Are janitorial and facilities services instructed to use non-toxic, eco-certified cleaning products

Need a professional on-site audit for your team?

Contact Cut The Waste at info@cutthewaste.org or visit <https://cutthewaste.org/contact/> to request a corporate sustainability review.