



# Greening Your Workplace Audit Form

## General

How many employees does your workplace have? \_\_\_\_\_

On average, how many days a week do employees come into work? \_\_\_\_\_

## Transportation

Approx. what percentage of your employees commute to work by:

Bus: \_\_\_\_\_%    Bicycle: \_\_\_\_\_%    Car: \_\_\_\_\_%

Motorized Bike: \_\_\_\_\_%    Walk: \_\_\_\_\_%    Other: \_\_\_\_\_% \_\_\_\_\_%

If your employees drive to work in a vehicle, where do they park?

- Free Parking Lot
- Employees Pay for Parking
- Your Company Pays for Employee Parking

Do you have secure bicycle parking available for employees?    Yes    No

Do you have shower facilities for cyclists to use once arriving at work?    Yes    No

Do you offer employees any financial incentives (eg. subsidized bus pass) to encourage them to commute sustainably?

Yes    No    If yes, what? \_\_\_\_\_

## Waste

What are the top three things disposed of in your office?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Do you have recycling pick-up at your office?    Yes    No

If yes, who do you contract to pick up your recycling? \_\_\_\_\_

Do employees have garbage bins at their workstations?    Yes    No

Do employees have recycling bins at their workstations?    Yes    No

Do you have a shared kitchen space for employees?    Yes    No

Do you have a coffee maker for employees to use?    Yes    No

If yes, what kind?

- Single Cup Coffee Maker with Disposable Pods (eg. Keurig)
- Single Cup Coffee Maker with Reusable Pods (eg. Keurig)
- Multi-Cup Coffee Maker with Disposable Filter
- Multi-Cup Coffee Maker with Reusable Filter
- French Press
- Other: \_\_\_\_\_

Do you compost at your workplace?    Yes    No

If yes, is it:

- a backyard compost bin
- vermi compost
- commercial compost pick-up

If/when hosting meetings or events at your office, do you have enough dishware to serve food and drink?

Yes

No, instead we:    use disposables    use compostables    rent