



# Tenant Recycling Assessment Survey

**This survey will provide us with the information we need to begin planning a recycling program for our building. Please take a few moments to complete the survey and return it to \_\_\_\_\_ by \_\_\_\_\_.**

**We would like to determine the type of materials your business generates and the level of interest your business has in participating in a recycling program.**

***Thank you for your support.***

1. Company Name: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

2. Would your business like to participate in a recycling program? Yes  No

3. Is there a representative from your company who would be interested in helping coordinate a recycling program in your business?

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Is your business currently recycling any materials? Yes  No

5. Whether or not your business is recycling, please check any of the following materials your company generates; and if appropriate, estimate how much of each material you currently recycle. (Use the worksheet on the back of this page to help estimate quantities. There is a volume-to-weight conversion chart on the back of this page as well.)

Thank you for taking the time to complete this questionnaire. \_\_\_\_\_ will keep you informed on the progress of the program.

## Worksheet for Estimating Quantities

	Recycled	Disposed (lbs./mo.)
<b>Paper</b>		
Computer Paper (blue or green-lined continuous feed)	_____	_____
White Ledger Paper (most white office paper, computer paper & copy paper)	_____	_____
Color Ledger Paper (most colored office paper)	_____	_____
Cardboard	_____	_____
Newspaper	_____	_____
<b>Glass</b>	_____	_____
<b>Metals</b>		
Aluminum Cans	_____	_____
Tin Cans	_____	_____
<b>Plastics</b>		
PET (#1) screw-neck bottles	_____	_____
HDPE (#2) screw-neck bottles	_____	_____

## Volume-to-Weight Conversions of Recyclable Materials

Material	Volume	Weight in Pounds
Paper	1 ream	5
	1 case	50
Newsprint	12" stack	35
Aluminum Cans	One full grocery bag	1.5
	One large plastic bag	40
Glass, whole bottles	One full grocery bag	16
Cardboard	55 gallon drum	250