



Sustainability Audit Checklist

Use this checklist to record observations about the sustainability of your workplace. You may choose to audit just your own cubicle, your entire department/floor, your home workspace, or even your work vehicle. There is no need to address each item on the checklist. If you cannot find information for an item, just skip it. **Please return the completed audit to kevin.sykes@nashville.gov.**

Your name: _____
Email/ phone: _____
Metro department: _____
Location of audit: _____
Date of audit: _____

Waste

- | Y | N | N/A | |
|-----|-----|-----|-----------------------------------------------------------------------------------------------------|
| ___ | ___ | ___ | Are printer ink and toner cartridges recycled when empty? |
| ___ | ___ | ___ | Are printers set to automatically print double-sided? |
| ___ | ___ | ___ | Are unwanted office supplies, equipment, and furniture collected by eBid for reuse? |
| ___ | ___ | ___ | Is recycling available and utilized? |
| ___ | ___ | ___ | Is recycling contaminated? Learn what can (and cannot) be recycled in Nashville. |
| ___ | ___ | ___ | Do you create digital copies or use email to avoid paper use? |
| ___ | ___ | ___ | Do you use printer paper with recycled content? If yes, what % recycled? _____ |
| ___ | ___ | ___ | Other observations about waste at your workplace:
_____ |

Water

- | Y | N | N/A | |
|-----|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | ___ | Do you utilize water fillers and reusable bottles instead of bottled water? |
| ___ | ___ | ___ | Are toilets “low flow” (≤ 1.6 gallons per flush (gpf))? (Look near the seat hinge – how many gpf does your toilet use? _____) |
| ___ | ___ | ___ | Do faucets and other water systems turn off completely (no leaks or drips)? |
| ___ | ___ | ___ | Other observations about water use at your workplace:
_____ |

Food

Y N N/A

- Does your workspace limit and/or redistribute surplus food from meetings/events?
 - Do you use reusable containers (for food and beverages) instead of single use ones?
 - If using single-use containers, do you compost or recycle them?
 - If composting is available, is it contaminated with inorganic materials? Learn what and what not to [compost](#).
 - Other observations about food waste and food use at your workplace:
-

Energy

Y N N/A

- Does your workspace use energy efficient office equipment (e.g., [Energy-Star](#))?
 - Do you hibernate or shut down computers overnight?
 - Do you use sleep mode when leaving the computer for short periods (e.g. 20-60min)?
 - Are lights energy efficient (either [LED](#) or fluorescent)?
 - Are windows and doors closed when air conditioning or heat is on?
 - Is your home's temperature set for optimal energy efficiency (~78°F summer & ~68°F winter while occupied)? ([U.S. DOE](#))
 - Other observations about energy use at your workplace:
-

Transportation

Y N N/A

- Do you carpool, use public transportation, or walk/bike to your workspace?
 - Do you reduce travel and attend events/meetings remotely or work from home?
 - Is there infrastructure for the promotion of sustainable travel at your workplace (bike racks, charging for electric vehicles, near bus stop, sidewalks, etc.)
 - Other observations about transportation at your workplace:
-

Please note any additional questions, comments, or observations:

Thank you for your commitment to a more sustainable Metro! **Please return the completed audit to kevin.sykes@nashville.gov .**