



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 jennifer.westerholm@nashville.gov or via intraoffice mail (Fulton Campus, Lindsley Hall, 2nd Floor) by Dec 31.**

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 jennifer.westerholm@nashville.gov OR via intraoffice mail (Fulton Campus, Lindsley Hall, 2nd Floor) by Dec 31.**