# Site checklist

Click this box to add your own logo and then delete this text.

Complete this site checklist regularly to review the processes and performance of [site name] and any outstanding actions. This will ensure that [business name] can continually improve and have a positive impact on our resource efficiency, helping to both costs and our impact on the environment.

Actions should be escalated and reviewed with the [relevant stakeholder for company sustainability].

|  | Location | Checked by | Action needed |
| --- | --- | --- | --- |
| **Energy- Heating** | | | |
| Are staff aware of how to operate heating systems/ aware of who is responsible? |  |  |  |
| Is there any supplementary heating being used on site? |  |  |  |
| Has the heating system been serviced in the last 12 months? |  |  |  |
| Is there a thermostat and is it set correctly for the time of year? |  |  |  |
| Are heating controls in good working order? |  |  |  |
| Are heating controls labelled correctly? |  |  |  |
| Are there any windows open with active heating or air conditioning? |  |  |  |
| Are there any draughts coming in from windows or doors? |  |  |  |
| Are there any leaks or insulation issues in ductwork? |  |  |  |
| Are the electricity and gas meters accessible? |  |  |  |
| **Energy- Lighting** | | | |
| Are lights switched off where there is natural daylight? |  |  |  |
| Are lights switched off outside of working hours? |  |  |  |
| Are all lights working? |  |  |  |
| Is there motion sensors or timers controlling the lighting? |  |  |  |
| Is lighting labelled correctly? |  |  |  |
| Is emergency lighting working? |  |  |  |
| **Energy- Processes** | | | |
| Are computers and office equipment turned off when not in use? |  |  |  |
| Are staff trained on the appropriate close down of machinery? |  |  |  |
| Are processes shut down when not in use? |  |  |  |
| Has machinery been serviced in last 12 months? |  |  |  |

|  | Location | Checked by | Action needed |
| --- | --- | --- | --- |
| **Waste- Raw materials** | | | |
| Are staff trained in the handling and disposal of raw materials? |  |  |  |
| Is there a dedicated site for raw materials? |  |  |  |
| Are raw materials separated at source? |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Waste- Recycling** | | | |
| Are staff training in the separation of materials throughout site? |  |  |  |
| Are recycling facilities clearly labelled? |  |  |  |
| Is waste being separated? |  |  |  |
| **Waste- specialised waste** | | | |
| Are staff trained in the handling and disposal of specialised material at site? |  |  |  |
| Is there a dedicated site for specialised waste? |  |  |  |
| **Water** | | | |
| Is the water meter(s) accessible? |  |  |  |
| Are there any leaks? |  |  |  |

Date:

Use this section to do a rough drawing of your site to identify inputs and outputs as well as areas of priority. [An example site drawing is provided on the next page]

