



Company Name

Site checklist

Complete this site checklist regularly to review the processes and performance of our site in Manaus and any outstanding actions. This will ensure that Manufacturing Inc 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 Jim Jones, Sustainability Director

	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: 16/07/2023

Completed by: Maria Lopez



Site map diagram

