

Waste Station Setup Checklist

Proper waste station setup keeps your event or site clean, organized and eco-friendly. Use this checklist to ensure trash and recycling bins are placed for maximum convenience and effectiveness.

Site Assessment

- ☐ Identify high-traffic areas (entrances, exits, walkways, food courts, restrooms).
- ☐ Note “waste generation” hotspots (cafeterias, break rooms, vending machines).
- ☐ Assess current bin locations and how well they meet needs.
- ☐ Check for existing signage and visibility issues.
- ☐ Review janitorial access and service routes.

Strategic Placement

- ☐ Place bins at decision points (e.g., next to doors, at pathway intersections) and high traffic areas (restrooms, food trucks, vendor areas, entrances and exits, etc.).
- ☐ Pair recycling and trash bins together to prevent contamination.
- ☐ Position bins near seating or congregation areas.
- ☐ Avoid obstructing walkways or emergency exits.
- ☐ Use consistent spacing for bin clusters in larger spaces.

Design and Accessibility

- ☐ Ensure all bins are ADA-compliant (reachable height, clear paths).
- ☐ Use color-coded and clearly labeled bins.
- ☐ Include pictograms to support multilingual audiences.
- ☐ Provide weatherproof bins for outdoor use.

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Visibility and Signage

- ☐ Place bins in clearly visible locations (not hidden behind doors or columns).
- ☐ Add clear, instructional signage above or on the bins.
- ☐ Use signs that match organizational or municipal recycling guidelines.
- ☐ Avoid clutter around bin areas.

Maintenance and Monitoring

- ☐ Ensure bins are easily accessible for collection staff.
- ☐ Track bin fullness and contamination levels over time.
- ☐ Adjust placement based on actual use and feedback.
- ☐ Schedule regular cleaning and servicing.
- ☐ Use a centrally located dumpster to collect trash overflow.

Education and Feedback

- ☐ Conduct volunteer, employee or public education on what goes where.
- ☐ Provide feedback loops (e.g., signage that says “Thank you for recycling!”).
- ☐ Collect input from event volunteers, janitorial staff or building occupants on bin effectiveness.
- ☐ Periodically review and adjust placement strategy.