

This is an example of a self-assessment you could carry out to identify your biggest sources of waste so that you can prioritise the areas where you need to make changes.

### ABC Hotel Waste Assessment

15<sup>th</sup> March 2019

Based on the assessment below, we have concluded that the top three areas of our business that generate waste are:

1. Food & Beverage (kitchen, bar and food service)
2. Guest rooms (items we provide)
3. Guests bringing items from outside our property

Waste type	Sub-type	Biggest producer/s
Food	Leftover food Food scraps from preparation Expired/spoiled food	Food & Beverage
Plastic	Single-use (straws, cups, bottles, bags)	Food & Beverage Guest rooms Retail (internal and external)
	Bottles and jars (lotions, sunscreen, shampoo) Food and beverage containers Chemical and cleaning product containers	Guest rooms (amenities) Guests bringing from home Housekeeping Laundry Maintenance Food & Beverage
	Packaging (including foam/polystyrene) Plastic wrapping (e.g. wrapped slippers)	General procurement Guest rooms Retail (internal and external)
Paper	Office paper	Front Office Administration
	Flyers and brochures	Sales & Marketing Concierge/bookings desk Guest rooms
Cardboard	Packaging	General procurement
Metal	Aluminium drink cans Food cans Foil (kitchen foil, food packaging, trays)	Food & beverage Retail (external and internal)

	Aerosol cans	Housekeeping Maintenance Guests bringing from home
Glass	Beverage bottles Food jars	Food & Beverage
General waste	Used sanitary items Used hygiene items (wipes, napkins, hand towels, gloves) Personal care items (toothpaste, toothbrush, shower caps)	Guest rooms Food & Beverage

EXAMPLE