P2. WASTE WISE PURCHASING – AUDIT OF EXISTING PURCHASING & OPPORTUNITIES

NAME:	**DATE:**
POSITION:	**PHONE:**
DEP'T/DIV:	**FACSIMILE:**
UNIT:	**EMAIL:**

WHEN COMPLETING THIS TABLE, REFER TO THE FACT SHEETS IN THIS KIT AND THE ECORECYCLE VICTORIA PUBLICATION "WASTE WISE PURCHASING GUIDE FOR GOVERNMENT AND INDUSTRY" FOR ASSISTANCE ON PRODUCT AVAILABILITY

PRODUCT CATEGORY	PURCHASED BY YOUR DEP'T YES/NO	PURCHASE OF RECYCLED PRODUCTS, PRODUCTS REUSED OR PURCHASES AVOIDED				WHERE CAN WE SOURCE THE PRODUCT WITH RECYCLED CONTENT (INSERT COMPANY & CONTACT DETAILS)	HOW DOES THE PRODUCT COMPARE IN VALUE?
		AMOUNT AVOIDED	AMOUNT REUSED	% RECYCLED CONTENT	DON'T KNOW		
1. PARKS AND GARDENS - COMPOST AND MULCH							
Compost							
Soil Conditioner							
Mulch							
Wood Chips							
Potting Mix							
2. PARKS AND GARDENS - FURNITURE							
Outdoor tables							
Outdoor chairs							
Park benches							
Signage							
Bollards							
Walkways							
Bridges							
Jetties							
Water reticulation							
BBQs							
3. PARKS AND GARDENS - PLAYGROUND EQUIPMENT							
Soft-fall							
Play structures							
Fences							
Bollards							
Cubby houses							
Decking							
Adventure equipment							
Edging							

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		AMOUNT AVOIDED	AMOUNT REUSED	% RECYCLED CONTENT	DON'T KNOW		
4. OFFICE PRODUCTS – COMPUTER AND PRINTING EQUIPMENT							
Personal computers							
Photocopiers							
Unix servers							
Printers							
Facsimiles							
Scanners							
5. OFFICE PRODUCTS –PRINTING AND TONER CARTRIDGES FOR:-							
Inkjet printers							
Laser printers							
Photocopiers							
Dot matrix printers							
6. OFFICE PRODUCTS - PAPER							
Letterhead							
Photocopy							
Printing							
Annual reports							
Business plans							
Other reports							
Envelopes							
Facsimiles							
Brochures							
Cards							
Christmas cards							
Files							
Coloured office paper							
Invoices							
Labels							
Correspondence							
Other printed material							

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7. WASTE MANAGEMENT PRODUCTS							
240 litre bins							
140 litre bins							
120 litre bins							
60 litre Crates							
55 litre Crates							
8. ROAD CONSTRUCTION - CRUSHED CONCRETE							
Road base							
Class 2 crushed rock							
Class 3 crushed rock							
Class 4 crushed rock							
Concrete aggregate							
Drainage fill							
Clean fill							
9. ROAD CONSTRUCTION - TRAFFIC MANAGEMENT							
Car Stops							
Kerbing							
Bollards							
Bus shelter panels							
Guide posts							
Sign boards							
Speed humps							
Water system covers							

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		AMOUNT AVOIDED	AMOUNT REUSED	% RECYCLED CONTENT	DON'T KNOW		
10. WASTE MANAGEMENT PRODUCTS							
240 litre bins							
140 litre bins							
120 litre bins							
60 litre Crates							
55 litre Crates							
11. OTHER (REFER TO THE ECORECYCLE "WASTE WISE PURCHASING GUIDE FOR GOVERNMENT AND INDUSTRY"							