

A Facility Background Information

Use this worksheet to assemble background information on your company's layout and organization.

Data collected for this worksheet will be useful in designing implementing your waste reduction program. Company records will provide much of the information requested. Interviewing building and department contacts may also be helpful.

if your company Occupies several different building, you may want to record the requested information separately for each building, copying this worksheet **as needed.**

A

Facility Background Information

Building Name/Address:

Building Owner or Management Company:

Name of Contact:

Telephone Number:

1 Physical Layout and Organization

Building Location:

Number of Employees:

Size (Area):

Number of Floors:

Is the Facility Equipped with Freight Elevators Loading Dock

List any Other Companies Leasing Space in the Building:

Company	Name of Contact	Telepone Number

2 Company Departments and Functions

Department:

Name of Contact:

Telephone:

Location:

Major Functions:

Department

Name of Contact:

Telephone:

Location:

Major Functions