

# CONVENIENCE STORE LITTER CHECKLIST

This checklist was developed by Keep America Beautiful to help retailers ask the right questions related to their litter control programs. Retailers who can affirmatively address most of the questions on this checklist are more likely to minimize litter at their location.

## 1. LITTER PREVENTION

- Are self-serve items (straws, napkins, coffee and soda cups, utensils, condiments, etc.) in appropriate dispensers placed to encourage taking only what's needed?
- Are trash receptacles placed near self-serve items?
- Are trash and recycling receptacles at exits and fuel islands to help deter customers from littering?
- Is there appropriate/sufficient signage or other messaging to encourage customers to properly dispose of trash at fueling islands, self-serve areas and restrooms?
- Are ash receptacles conveniently placed to encourage proper tobacco product disposal and cigarette butts, especially before entering the store?

## 2. RECEPTACLES

- Are there sufficient trash and recycling receptacles? (Determined by size of premises, kind of traffic, volume of business, etc.)
- Are receptacles the most effective style/type/volume container?
- Are receptacles placed where litter tends to accumulate?
- Do receptacles have closed tops or lids to reduce the likelihood of items blowing out and becoming litter? Are receptacles secured if necessary?
- Do you need to add an ash receptacle?

## 3. MAINTENANCE

- Is there a written maintenance schedule? (Receptacles may overflow during rush hours when personnel are busiest elsewhere.)
- Is the maintenance schedule based on usage or volume? (Monitor to determine frequency of collection to prevent overflow of receptacles and dumpsters.)
- Is there a written procedure for employees to provide for frequent, regular maintenance of the following:
  - Trash and/or recycling receptacles
  - Self-serve counters
  - Common seating areas, if applicable
  - Floors
  - Restrooms
  - Fuel islands (as well as vacuum and air stations)
  - Parking lot

## 4. SERVICE AREA TRASH DISPOSAL (BULK REFUSE CONTAINER SYSTEM)

- Does the container have enough capacity to hold all refuse generated between collections?
- Do lids close tightly?
- Are overflows or spills cleaned up quickly?
- Are pick-ups scheduled to meet volume needs?
- Where private trash haulers are used, does the contract specify use of covered trucks for collection?
- Is the area visible and accessible to the public?

## 5. DELIVERIES

- Are suppliers required to stack deliveries in loading area to prevent litter at loading dock or back doors?
- Are delivery truck personnel encouraged to use trash/recycling receptacles for any delivery packaging waste?
- Do employees compact shipping cartons and boxes and put in recycling containers immediately?
- Do employees put all loose shipping material in trash or recycling receptacles?

## 6. GROUNDS MAINTENANCE

- Is trapped or accumulated litter removed wherever it occurs on property?
- Are there frequent, regularly scheduled cleanups of the entire property?
- Are planted areas maintained regularly? Is the parking lot weed-free?
- Are customers encouraged with messaging to properly dispose of trash and recyclables?
- Are any outdoor seating areas cleaned after each customer?
- Is entire outdoor area well lit, with no dark corners to hide litter?

## 7. SIDEWALKS AND STREETS

- Is there a written schedule for frequent sidewalk and drainage/gutter cleaning?
- Is litter put into receptacles, and not swept or pushed into gutters?
- If possible, are additional receptacles installed on the sidewalk beyond the property line in all directions?
- Is there increased maintenance when construction or demolition is being carried out in the area?
- Are contractors encouraged to maintain a high level of cleanliness at construction and demolition sites?