



### 3 - Checklist

#### 3-1 Checklist for the workshop

- Check all workshop equipment:
  - Overhead projector and/or video beamer;
  - Flipcharts (including paper, pens and stickers);
  - Slide projector (if required);
  - Video recorder (if required);
  - Lighting;
  - Electricity supply.
- Check unwanted noise sources (e.g. windows, air conditioning, overhead projectors etc.).
- Check if setting of tables and chairs is suitable (U-shape or island-shape better than typical class room).
- Check equipment for exercises.
- Organize transparencies and/or slides.
- Prepare yourself for the topic and the teaching units.
- Invite all participants.
- Clearly indicate time, place and date.
- Fix the agenda.
- Prepare a list of the participants.
- Make the agenda visible (e.g. on a flipchart).
- Fix times for starting, lunch, breaks and end (and stick to them as far as possible).
- Think of name cards, if required.
- Feedback session: encourage participants who are quiet, stop participants who are speaking too long.
- Give clear instructions for group work, exercises and homework, also considering time.
- A workshop with interactive training units should not have more than 25 to 30 participants, ideally 10 to 20.
- Do moderations and presentations in pairs.
- In a series of workshops, have one contact person who is participating in all events.

3-2 Checklist for in-company work

	<p><b>Tips and questions for a material flow analysis</b></p>
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<b>Tip/question/measure</b>	
Make sure that you fully understand the individual steps of the material flow analysis (chapter 3.2).	<input type="checkbox"/>
Discuss with the environmental team which materials should be included in a detailed material flow analysis (possible criteria are: volume, costs, toxicology, etc.).	<input type="checkbox"/>
Obtain the data about costs of these materials from the accounts department.	<input type="checkbox"/>
Make a list of the tasks or process steps where the materials you have chosen are used.	<input type="checkbox"/>
Record the waste generated by each step or task. Then weigh the waste generated at the respective location every day during a week.	<input type="checkbox"/>
Use the weight shown on the invoice of the disposal company as information.	<input type="checkbox"/>
Ask the water supplier for a discarded water meter which you can still use in a company.	<input type="checkbox"/>
Ask the water supplier to measure the water flow rate.	<input type="checkbox"/>
Check the use of rainwater.	<input type="checkbox"/>
Check the criteria for the water bill (according to the real consumption, to the size of the company area, to the amount of sanitary facilities, etc.). Check also to which extent you can avoid water costs (especially if the costs do not depend on the amount you consume but on the amount of sanitary facilities, etc.).	<input type="checkbox"/>
Metering water consumers is very simple and effective. Examples: the water flow rate for hand wash basins should not be more than 6 – 8 l/min; for showers not more than 12 l/min, otherwise build in water saving fittings.	<input type="checkbox"/>
Examine the average cleaning time and procedures and the water used for cleaning.	<input type="checkbox"/>
If you buy new equipment, always take into account the water consumption indicator.	<input type="checkbox"/>
Read the meters every morning and evening from Monday to Friday to check, if water is consumed after finishing-time (e.g. due to leaks or open valves, etc.).	<input type="checkbox"/>