

## Weekly Walkthrough

Use this checklist as part of your weekly walkthrough with all departments and facilities to ensure everyone is on track for a sustainable production. Weekly walkthroughs are a great way to monitor a production's progress towards minimizing environmental impact and implementing the PEACH Best Practices outlined on the [GreenProductionGuide.com](http://GreenProductionGuide.com) site.

<b>Production Name</b>			
<b>Office/Locations Checked</b>			
<b>Inspector's Name</b>		<b>Date</b>	

Subject	Yes/No	Corrective Action/Comment
Confirm multiple waste stream bins are placed conveniently, together and frequently in offices and on sets (landfill, recycle, compost).		
Confirm water refill stations are placed conveniently and in multiple locations; compostable cups are provided as needed, in offices and on sets; and disposable water bottles are not being purchased.		
Proper bold and clear signage designating waste sorting stations and water refill stations.		
Track paper (recycled content!) and water purchases; enter info in eco-cost report & PEAR.		
Find relevant on-screen eco-messaging and behavior placement opportunities.		
Talk to new vendors about "green" expectations; recommend and use <a href="http://greenproductionguide.com">greenproductionguide.com</a> .		
Make rounds to confirm people are turning off lights and computers when gone.		
Pick a department and review their best practices checklist with them.		



Subject	Yes/No	Corrective Action/Comment
<b>Producers</b>		
Implement plan for donation of department/set materials after use/wrap/striking.		
<b>HOD's</b>		
Inquire if any support is needed (research eco-vendors/products? Recycle odd items?).		
Confirm use of eco-friendly, non-toxic, environmentally friendly cleaners, detergents, products, paints, etc.		
Implement, plan for and confirm that all relevant departments are shopping with reusable bags (PAs, craft, wardrobe, props, etc.).		
<b>AD's</b>		
Inform and confirm cast, crew, day players and extras bring their own water bottle.		
Include eco tips on daily call sheets and/or make call eco-announcement.		
<b>Grip &amp; Electric</b>		
Confirm use of LED lighting		
<b>Craft Services &amp; Catering</b>		
Confirm offering of vegetarian/vegan option and meatless day; serve local and organic when possible.		
Check in re: daily food donation process.		
<b>Construction</b>		
Confirm use of FSC certified lumber and plywood or sustainable alternative		



**Set Dec/Props**

Any opportunities to place on-screen behaviors or messaging?		
Confirm they'll attempt to donate materials instead of trashing.		

**Transportation**

Confirm compliance with no idling laws.		
Able to use B20, renewable diesel or other alternatives to diesel fuel?		
Confirm generators and trailer AC/power are turned off when not in use.		

**Additional Comments**

*Please submit this document to:*

*Check with your studio on their walkthrough requirements and how to share this information.*

