**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://www.greenproductionguide.com/tools/) site.

|  |  |
| --- | --- |
| **Production Name** | Click here to enter text. |
| **Office/Locations Checked** | Click here to enter text. |
| **Inspector's Name** | Click here to enter text. | **Date** | Click to enter a date. |

| **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 greenproductionguide.com. |  |  |
| 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** |
| --- | --- | --- |
| **Producers** |
| Implement plan for donation of department/set materials after use/wrap/striking. |  |  |
| **HOD's** |
| 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.). |  |  |
| **AD's** |
| 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. |  |  |
| **Grip** |
| Confirm use of LED lighting |  |  |
| **Craft Services & Catering** |
| Confirm offering of vegetarian/vegan option and meatless day; serve local and organic when possible. |  |  |
| Check in re: daily food donation process. |  |  |
| **Construction** |
| Confirm use of sustainable Lauan/Meranti plywood |  |  |
|  |  |  |
| **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. |  |  |

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| **Additional Comments** |
| Click here to enter text. |

*Please submit this document to:*Click here to enter text.

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