

Organisation name \_\_\_\_\_

Contact name \_\_\_\_\_ Phone \_\_\_\_\_

Date	Time	Area name and description			
Streamlined	Hotspot				
Stage of butt litter prevention activities		Before	During	After	Long after

<b>Site type (around area)<sup>1</sup></b>	Sketch (aerial view)		
<b>Number of bins</b>			
Litter		Recycling	
Butt		Ashtray	
Number of full bins?			
<b>How busy is the area?</b>			
Quiet		Moderate	Very
<b>How much litter is in this area?</b>			
None		Some	Lots
<b>How much protection for weather is there?</b>			
None		Some	Lots
<b>Butt litter cause</b>			
Littering		Bin design	Weather
Brimming		Scavengers	Spills
<b>How much graffiti is in the area?</b>			
None		Some	Lots
<b>How damaged infrastructure is in the area?</b>			
None		Some	Lots
<b>Photos?</b>		Yes	No
Sketch the inspection area include corners, bins and features			

<sup>1</sup> Transport, Shops, Office buildings, Venues (pub, clubs or outdoor eating), Health facilities, Recreational parks or outdoor markets, Roadside stops or rest areas.

In this area, write down whether you think the statement is True or False

Only statements about features that are True for the area are counted.

		Area Inspection – True or False	T/F	Notes
<b>Tips</b>		<b>Clean</b>		
Walk around the area, record impressions about whether each statement is True or False.	1	Most butt litter seems to be new (recently discarded)		What is or isn't working well? e.g. the area is very clean. Note suggestions to improve clean features.
	2	Cleaning up the butt litter would be easy to do		
		<b>Clean subtotal</b> (add only True responses)	<b>/2</b>	

<b>Tips</b>		<b>Butt bins and Infrastructure</b>		
Q3. If no butt bins, but the area is free of butt litter, answer 'T'. Q. 4,5,6. If no butt bins answer 'F'. If there is more than one butt bin in the area, if the statement is 'False' for one bin then answer 'F' for all.	3	There are enough butt bins in the area		Examples: Butt bins effectively capture and hold butts. Repair or improve bins and/or furniture. Area needs more bins.
	4	Butt bins can be easily seen in the area		
	5	Butt bins are easy to use		
	6	Butt bins are clean (free of dirt, graffiti, damage)		
	7	Butts cannot escape from butt bins		
If the answer is 'False' for any one amenity, e.g. furniture, answer 'F'.	8	This area looks cared for (e.g. seats, garden, paths)		
		<b>Butt bins and infrastructure subtotal</b> (add only True responses)	<b>/6</b>	

<b>Tips</b>		<b>Information</b>		
Look at all signs, focusing on litter signs.	9	Signs tell smokers what to do with butts		Examples: There are butt litter prevention signs and the signs are undamaged and clear. There are no litter prevention signs.
	10	Signs are easy to understand		
	11	Litter is from smokers ignoring signs		
	12	Butt litter and the problems it causes are easily seen		
		<b>Information subtotal</b> (add only True responses)	<b>/4</b>	

Tips		Surveillance (visibility of disposals)		
	13	Butt litter seems to be under control		Examples: Consider giving more warnings to smokers caught littering.
	14	Smokers littering butts will be easily seen		
	15	Smokers are aware of potential fines for littering		
	16	Rangers seen patrolling this area		
	<b>Surveillance subtotal (add only True responses)</b>		<b>/4</b>	

Tips		Involvement		
	17	The area is a good example of smokers doing the right thing		Examples: Smokers seem comfortable and proud of the area.
If vandalism or damage is evident, answer 'F'.	18	Finding graffiti or damage to things in the area requires considerable effort		
	19	Smokers seem to look after this area		
	20	I am satisfied with how clean this area is today		
	<b>Involvement subtotal (add only True responses)</b>		<b>/4</b>	

Add the totals for each subsection to get a total out of 20. Multiply this score by 5 for a score out of 100 and insert it in the box on far right.	<b>Area inspection total (add all True responses)</b>	<b>/20</b>	<b>/100</b>
--	---	------------	-------------