

# OFFICE RECYCLING

Waste Reduction and Recycling (WRR) provides services to properly REUSE and RECYCLE materials from campus offices and departments. Office reuse and recycling services is one way that WRR works to strive towards zero waste.

## CLEANOUT CART RULES AND TIPS

- Up to 6 cleanout carts can be delivered at a time (contact us for large cleanouts)
- Request cleanout carts for recyclable items when cleaning out filing cabinets or when large volumes of recyclables are generated
- Do NOT use hallway bins to recycle these items during office cleanouts as bins are too heavy to lift and manage
- Fill bins to a max of 75% capacity to make transportation easier and safe. WRR will not pick up carts if bins are overfull and/or contain unacceptable items.
- Remove paper, binder clips, and spiral binding from materials; staples can be left attached to materials
- Request a separate bin for reusable office supplies such as folders, binders, & desk accessories
- Take trash to an exterior landfill dumpster. Contact your housekeeper if you need bags.
- Breakdown cardboard and take to an exterior mixed recycling dumpster



## ACCEPTED ITEMS



Paper of  
all colors



Envelopes  
and Mail



Newspapers



Flyers



File Folders



Books



Paper Folders



Magazines

# OFFICE RECYCLING

Waste Reduction and Recycling (WRR) provides services to properly REUSE and RECYCLE materials from campus offices and departments. Office reuse and recycling services is one way that WRR works to strive towards zero waste.

## REUSE CART RULES AND TIPS

- Up to 6 reuse carts can be delivered at a time (contact us for large cleanouts)
- Request reuse carts for reusable items when cleaning out your office. This gives these items a second life!
- Fill bins to a max of 75% capacity to make transportation easier and safe. WRR will not pick up carts if bins are overfull and/or contain unacceptable items.
- Remove paper from binders and files.
- Request a separate bin for office cleanout items that can be recycled, but not reused, including papers, journals, magazines, and books
- Take trash to an exterior landfill dumpster. Contact your housekeeper if you need bags.
- Breakdown cardboard and take to an exterior mixed recycling dumpster.

## ACCEPTED ITEMS



Notebooks



File Folders



Paper Organizer



Binders



Desk Accessories