

Office Cleanout Planning Guide

NC State Waste Reduction and Recycling (WRR) can help departments divert materials from the landfill during office relocations, renovation, and building clean-outs. By involving WRR early in the planning process, departments can increase recycling and reuse opportunities while ensuring materials are managed responsibly.

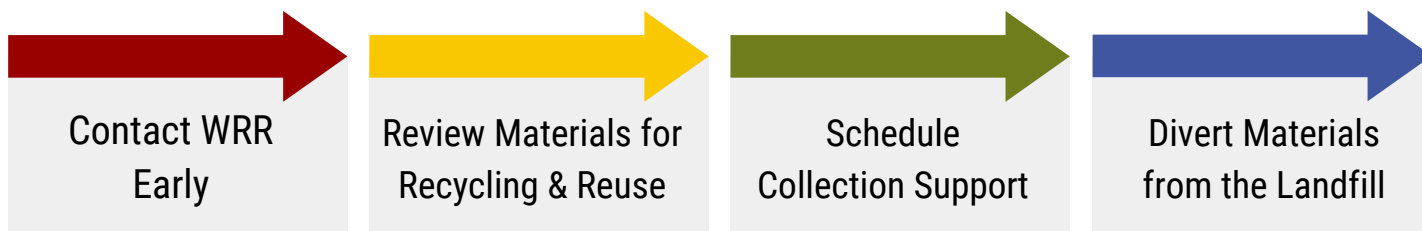
Office Paper Recycling

- Office paper
- File folders
- Books and magazines
- Shredded paper (bagged)
- Other accepted paper recycling materials

Office Supply Reuse

- Binders
- File organizers
- Desk accessories
- Office supplies
- Unused stationery
- Other reusable materials

MOVE-OUT PROCESS:



GET STARTED:

- ★ Submit a service request through the [Facilities Service Portal](#)
- ★ Learn more about WRR's [Office Recycling Services](#) on our website
- ★ View [Office Recycling Cart Rules and Tips](#)
- ★ Visit our [Recycling Guide](#) for a complete list of accepted materials

