

## **PAPER & CARDBOARD RECYCLING**

Building Services encourages all staff to use the paper recycling services that are provided by the University's cleaning contractors.

The services offered included:

1. **Paper recycling for individual offices.** Graphically illustrated cardboard boxes are provided in every office for recycling of paper. These boxes are emptied every Tuesday and Thursday in the early morning. Please do not place any other materials in these recycling boxes, as the material will be disposed of. The boxes are to be used only for recycling of paper.
2. **Paper recycling in common office areas.** Large, blue with yellow lid, 240 litre mobile garbage bins (MGBs) can be supplied to areas such as photocopy rooms that generate large amounts of waste paper. MGBs can be left in place and will be emptied when full.
3. **Cardboard box recycling.** Cardboard boxes can also be recycled by placing inside the MGBs. For large quantities of cardboard boxes, if not placed inside the MGBs, please flatten and clearly label with a note, "For Recycling"

Note that no general cardboard boxes used to dispose of paper or mixed waste will be removed unless clearly labelled in a distinct form, such as, "Waste – to be removed".

4. **Paper recycling for large amounts of paper.** MGBs can also be provided on request to address single large scale paper recycling needs, such as during an office clean-up.
5. **Confidential paper recycling.** Confidential paper recycling bins can be provided on an "on demand" basis for the disposal of confidential paper based material, such as exam papers. These bins are similar to the paper recycling MGBs, but have a slot in the top for placing confidential material and are kept locked at all times. For bulk disposal of confidential material bins can be opened to allow large quantities of confidential paper to be placed inside the bins prior to locking, however this must be specified when placing a work request.

If you require additional cardboard office recycling boxes, paper-recycling MGBs for common areas & clean-ups or a confidential waste bin, please log a maintenance request with Building Services at our web site:

Maintenance Request Form:

[http://datasearch.uts.edu.au/fmu/building\\_services/maintenance/index.cfm](http://datasearch.uts.edu.au/fmu/building_services/maintenance/index.cfm)

Except for Kuring-gai please contact the Kuring-gai Building Services Supervisor on ext. 5830.

For a definition of acceptable paper products for recycling please read the signs on the outside of the recycling boxes and bins.