

# OFFICE CLEAN OUT GUIDE

## MIXED RECYCLING



### MIXED PAPER

File folders  
Brochures  
Posters  
Junk mail  
Course packs  
Index cards  
Cardstock paper  
Paper cups



### CARDBOARD

Boxboard  
Cardboard tubes  
Tissue boxes



### PLASTIC

Bottles  
Cups  
Containers  
Jugs



### METAL & GLASS

Aluminum cans  
Aluminum foil  
Aluminum pans  
Glass bottles

## OTHER RECYCLING

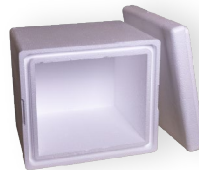
These items require a separate container for recycling, [request a container today!](#)



Hardbound books



Spiral bound reports  
Full 3-ring binders  
Confidential paper



Styrofoam coolers



Yard signs



CDs, DVDs, VHS  
Confidential Media



## SURPLUS

All, broken and working, UK property must be surplus



### ELECTRONICS

Computers\*  
Parts & cords  
Monitors  
Chargers



### APPLIANCES

Coffee makers  
Microwaves  
Mini fridges



### OFFICE FURNITURE

Desks  
Tables  
Chairs  
Shelves

## LANDFILL

Food and liquids  
Packaging material  
Plastic bags  
Plastic film  
Plastic trays  
Plastic cutlery  
Styrofoam



**SCAN ME!**

Use the [Waste Wizard](#)