

Recycling Information for OFFICE MOVE OUTS

Please help us reduce the waste that goes to the landfill by sorting it out!



Procedures for handling Waste and Recycling during move outs:

All staff and faculty must arrange for pick up and disposal of waste and recycling material generated during a move out by making a request to [Facilities Management at 250-721-7616](#) or via the [FAMIS Self Serve Function on uSource](#). Surplus items (e.g electronics, furniture and equipment) must be reviewed by Facilities Management and the Purchasing department prior to disposal.

Mixed paper

- note paper
- receipt and copier paper
- newsprint, magazines
- cereal box type paper
- paper bags
- envelopes
- books, phone books
- reports
- brochures
- business cards
- course packs



DO NOT contaminate with food wraps, tissue, coffee cups, paper towels, plastic coated or carbon paper.
Remove all metal or plastic bindings.



Deposit your sorted paper into the large labeled wheeled totes designed for mixed paper located near your office area or submit a service request to Facilities Management for additional blue totes.

Note: Confidential paper documents must follow regular protocols for shredding.

Bottles, cans and hard plastics

- bottles
- plastic containers (marked #1, 2, 3, 4, 5 and 7)
- plastic coils
- buckets
- coffee cup lids
- CD cases
- aluminum cans



DO NOT contaminate with food wraps, plastic bags, packing materials, coffee cups, transparencies or contaminated containers.



Deposit your bottles, cans and plastic containers into the large labeled wheeled totes designed for these materials located near your office area or submit a service request to Facilities Management for the appropriate number of additional brown totes.



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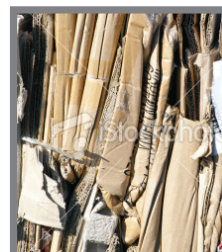
Corrugated Cardboard

- cardboard with a grooved, ridged pattern inside



DO NOT contaminate with cereal box type cardboard.
Dispose of waxed cardboard in the regular Garbage.

Flatten all boxes and leave outside office door for regular janitorial pick up.
For large quantities of cardboard please submit a service request for pick up.



Surplus Furniture, Computers, Equipment and Supplies

Procedures to handle surplus items are currently being finalized.
In the interim please contact your **Move Out Coordinator** if you have any questions.



Soft Plastics

- bubble wrap
- shrink wrap
- shopping bags
- plastic page sleeves
- clean ziploc bags
- grocery bags



If there is a significant amount of soft plastics generated during the move, please submit a **Service Request** for a sufficient number of bag frames designated for soft plastics recycling.

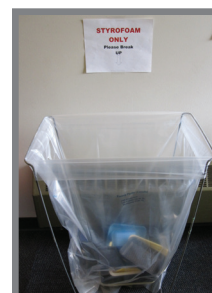


Styrofoam

- styrofoam packing blocks
- styrofoam food containers
- styrofoam computer packaging



If there is a significant amount of styrofoam generated during the move, please submit a **Service Request** for a sufficient number of bag frames designated for styrofoam.



Please contact your **MOVE OUT COORDINATOR**
or the **WASTE REDUCTION COORDINATOR**
at wastenot@uvic.ca if you have any other questions.



**University
of Victoria**

Facilities
Management