RECYCLING IN THE OFFICE

RECYCLABLE ITEMS THAT DO NOT GO IN A BIN:

CARDBOARD: Flatten, then place next to a recycling bin

BATTERIES & SMALL ELECTRONICS: Submit a work order to the Facilities Resource Center at seattleu.edu/facilities/request-services/

STyrofoAM: Put white blocks from product shipments next to a recycling bin. Put packing peanuts in a bag or box & place next to a recycling bin

CONFIDENTIAL DOCUMENTS: Talk to someone in your department about where your confidential recycling bin is located

REUSABLE ITEMS (office supplies and equipment, clothing for donation, and food): Submit a work order with your item’s information to the Facilities Resource Center at seattleu.edu/facilities/request-services/

PLASTIC FILM PRODUCTS: Do the Stretch test: If you can stretch the plastic easily with your thumb it is most likely recyclable. Collect the stretchable plastic, consolidate it into another plastic bag & submit a work order at seattleu.edu/facilities/request-services/

Learn more at: www.seattleu.edu/sustainability