W.21  We provide recycling bins in our meeting, conference, and class rooms.

**Intent**  
It is easier for people to participate if bins are clearly visible and located where they already go to throw out trash. Increasing awareness and accessibility increases participation.

**Point Value**  
1 point

**Instructions**  
Check all meeting, conference, and class rooms to see if any do not have recycling bins. Identify each room/area that needs bins.

**How to request a recycling bin?**
Each building purchases its own recycling bins, so you need to contact your Building Administrator (BA). If your BA purchases more bins for the building then they may have to work with Housekeeping to ensure emptying the new bins is within their contract.

**Resources**  
Building Administrator Listing  
http://www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1  
(search by building)

Recycling Bins in Penn Purchasing  
http://www.purchasing.upenn.edu/green-initiative/green-d.php