HOW TO HOST AN OFFICE CLEANOUT

WHY?
The goal of ReThink Your Footprint is to raise the level of conversation about waste management beyond solely recycling and into a broader discussion of source reduction and reuse – resulting in greater diversion of campus waste from the landfill. As a University, Penn has already made great strides in managing its trash, recycling, and other waste, and this year we continue to build upon this work.

An office cleanout allows you to get rid of all unwanted office files and materials on a large scale. This frees up storage space in your office and reduces clutter. By creating a fun process and cleaning and reorganizing together it can increase efficiency, while ensuring everyone knows where and what to recycle, versus what to throw in the trash. These events can help Penn reach its 30% diversion rate goal!

HOW?

Before

• Carefully select the day - choose a time when office demands are at their lowest.
• Create a coordinated plan for the day.
• Post announcements in advance.
• Assign someone to take photographs - before, during and after the event.
• Providing lunch or a midday treat can help incentivize participation and provide an opportunity to discuss cleanout processes
• Depending on the size of the office use Facility Focus to contact FRES Housekeeping for support to remove material from your office and to provide large containers to collect recyclables. http://www.facilities.upenn.edu/services/maintenance-and-renovation. You can also call the Work Control Center for this request.
• Ensure recycling and trash cans are clearly labelled. Signage is available. www.upenn.edu/sustainability/resources/posters-signs

During

• Think reuse! Set up an office supply exchange to trade re-usable items like rubber bands, folders, etc.
• Offer unneeded furniture and equipment to the Penn Community using Ben’s Attic! https://upenn.unl.edu
• During your clean out, collect single-sided printed paper. You can take this to the Campus Copy Center to be made into notepads. www.campuscopycenter.com.
• All brands of pens and markers are acceptable for recycling. You can send your pens and markers to Purchasing Services through intramural mail or drop them off at the reception desk. http://www.purchasing.upenn.edu/green-initiative/sanford.php
• Your office can use the Big Green Box program, www.biggreenbox.com, to recycle portable electronics and all batteries, including alkaline. The Big Green Box is shipped to your office pre-constructed. Once the box is full, drop it off at any FedEx shipping location to have the contents recycled. Shipping costs are included in the initial price of the box. You can also find a drop off location for these items through www.call2recycle.org/.
• Electronic waste (old computers, monitors, scanners, printers, etc.) can be scheduled for collection by either eForce Compliance or Elemental, Inc. Separate out your office’s e-waste and arrange for a pick up. www.purchasing.upenn.edu/news/130311_02.php
• If you need a collection box for used ink and toner cartridges, simply request to Telrose Corporation Customer Service and a box will be delivered to you free of charge. http://www.purchasing.upenn.edu/green-initiative/green-g.php

After
• Communicate the positive outcome of the event to all participants – e.g., how much trash, how many empty file cabinets, how many office supplies found, etc.
• Consider making this an annual or semi-annual event.

Helpful posters, like the ones shown below, can be found here: www.upenn.edu/sustainability/resources/posters-signs

If you want to do more to green your office on a more regular basis, check out Penn’s Green Office Certification Program:
www.upenn.edu/sustainability/get-involved/green-office-program