HOW TO HOST AN OFFICE CLEANOUT

WHY?

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.

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, contact FRES Housekeeping for support to remove material from your office and to provide large containers to collect single-stream recycling.
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 labeled. Standard campus signage is available.
https://www.facilities.upenn.edu/sustainability/waste-management-and-recycling

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 to be re-used as scrap paper.
• Recycle pens, markers, and other writing utensils through TerraCycle.
• To recycle used ink and toner cartridges, contact Telrose Corporation Customer Service.
https://cms.business-services.upenn.edu/purchasing/sustainable-purchasing/green-products-and-services/recycling-programs.html
• Your office can utilize Elemental, Inc. or Eforce Compliance to recycle all computer and electronic equipment.  
  http://elementalinc.com/  
  http://www.eforce-recycling.com/  
• Eforce Compliance and Big Green Box can take used batteries to be recycled.  
  https://biggreenbox.com/  
• Eforce Compliance can also be contacted for recycling light bulbs.  
• For more information on recycling and reuse programs, visit the Penn Purchasing Services website.  
  https://cms.business-services.upenn.edu/purchasing/sustainable-purchasing/green-products-and-services/recycling-programs.html

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:  
https://www.facilities.upenn.edu/sustainability/waste-management-and-recycling

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