W.2 We have held at least one Office Clean Out Day that promoted recycling and reuse in the past year.

**Intent**

Reuse and recycling reduce the amount of raw materials and energy used to create new items. They also reduce the amount of waste generated. An office clean out can help increase awareness of waste practices and recycling in the office as well. Finally, reuse reduces the associated costs of purchasing new materials.

**Point Value**

1 point

**Instructions**

**How to conduct an Office Clean Out Day:**

1. Determine the best date for an Office Clean Out. Decide the scale of your clean out (your office, certain departments, entire floor). Housekeeping will try to accommodate the desired date, but it may need to be adjusted due to resourcing constraints (additional containers needed, etc).

2. Contact Facilities and Real Estate Services for Housekeeping support. 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/serv_repair.php. You can also call the Work Control Center for this request.

3. Obtain additional recycling containers. Order regular office recycling containers from the Penn Marketplace’s online catalog: see Rubbermaid recycling containers that are available (http://www.purchasing.upenn.edu/green-initiative/Flyer.ppt).

For recycling specialty items:

- **Batteries:** Your office can use the Big Green Box program (http://www.biggreenbox.com/) to recycle portable electronics and all batteries, including alkaline. The Big Green Box is shipped to your office pre-constructed. Place the box in a convenient location and start recycling your portable electronic and batteries. 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 http://www.call2recycle.org/.

- **Pens/Pencils:** All brands of pens and markers are acceptable. For every writing instrument that Penn recycles, the University will receive two cents ($0.02) which will be designated to the new Green Fund. http://www.purchasing.upenn.edu/green-initiative/sanford.php
Waste

Instructions

• Printer Toner/Inkjet cartridges: 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
• Unneeded furniture and equipment: Offer to the Penn Community using Ben’s Attic! See https://upenn.unl.edu/
• Computers, Printers and other Electronics: Separate out and arrange for e-waste pick up! See http://www.upenn.edu/computing/greenit/equipment.html for more info
• Excess Single-sided printed paper: 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
• Shredding confidential items: Confidential items that will need to be shredded

4. Notify your colleagues of the office clean our via email, staff newsletter, and/or meetings. Be sure to include what items they can recycle.

Items to recycle include:

<table>
<thead>
<tr>
<th>Paper</th>
<th>Cardboard</th>
<th>Bottles/Cans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plastics #1-7</td>
<td>Magazines</td>
<td>Catalogs/Phonebooks</td>
</tr>
<tr>
<td>Pens/Pencils</td>
<td>Toner/Ink Cartridges</td>
<td>Batteries</td>
</tr>
</tbody>
</table>

Contact sustainability@upenn.edu with questions or if you need help.
Please include ‘Green Office’ in the subject line.

Resources

Recycling and Waste Posters and Signs
http://www.upenn.edu/sustainability/resources/posters.html

Penn Purchasing Services:
http://www.purchasing.upenn.edu/green-initiative/