

# 2018 Winter Office Cleanup – How to Sort Waste?

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## GENERAL PRINCIPLES:

1. Consider reuse before recycle.
2. Recycle items that cannot be reused.
3. Dispose of items that cannot be reused or recycled.

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- Use a cabinet in your office to store reusable supplies for sharing.
- Whenever possible, reuse binders and remove print paper for recycling.
- Scrap blank paper can be used as memo pads.
- Consider donating stationary, binders, photo frames, art pieces and other gently-used items to local charities.

### Recyclable items to bring to a Community Drop-off Site:

- Used paper products (e.g. sticky notes, notebooks - remove any binding coils)
- Cardboard (flatten them)
- Plastics (1-7)
- Metal materials

### Landfill items to bring to a Community Drop-off Site:

- Not recyclable used stationary (e.g. notebook made of mixed materials)
- Plastics (e.g. cutlery, wrappers, bags, packaging)
- Other (e.g. styrofoam, canvas boards)

For further information about the Winter Cleanup event and how to sort your waste, please visit the website: [missionzero.sheridancollege.ca](http://missionzero.sheridancollege.ca).

For any questions, please contact the Office for Sustainability by email at [missionzero@sheridancollege.ca](mailto:missionzero@sheridancollege.ca).

### Acceptable Types of waste items at a Community Drop-off Site (9 a.m. to 3 p.m.):

- Recyclable waste
- Landfill waste
- Reusable office supplies and stationary for donation
- Books for donation - including textbooks
- Confidential documents (see Guidelines)
- E-waste, no computers (see Guidelines)
- Batteries
- Pens and markers
- Cardboard
- Metal
- Clothing for donation - new or gently used

### Waste items NOT acceptable at a Community Drop-off Site:

- Food or organic waste
- Hazardous waste

### Moving Request available at a Community Drop-off Site (9 a.m. to 3 p.m.):

- Removing surplus furniture (Guidelines)
- Removing bulky or heavy waste items

**\*\*NOTE - All moving requests must be made in person during the event opening hours above.**