

Moving Your Office – Where Should Waste Go?



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

REUSE TIPS

- 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.
- Cardboards can be recycled on campus.
- Consider donating stationary, magazines, photo frames, art pieces and other gently-used items to local charities.

RECYCLABLE ITEMS

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

LANDFILL ITEMS



- Not recyclable used stationary (e.g. erasers, rubber bands)
- Plastics (e.g. cutlery, wrappers, bags, packaging)
- Other (e.g. styrofoam, canvas boards)

- For questions regarding how to reduce or sort waste, please contact **The Office for Sustainability** at zerowaste@sheridancollege.ca

- If you need to request waste bins for bulk quantity items, please contact **Facilities Services:**

Trafalgar/STC - fmsktra@sheridancollege.ca
Davis/HMC – fmskdav@sheridancollege.ca

All Campus Locations:

- *Used batteries:* RMC collection bin is located in Learning Commons. 
- *E-waste:* a recycling collection bin is available at Shipping and Receiving. (e.g. old keyboards, headsets).
- *Writing instruments:* TerraCycle collection bin is located in the Learning Commons. 
- *Confidential documents:* can be recycled using the shredded paper collection bins available across the campus.
- *Books:* Books in good condition can be donated and dropped off at your community library.
- *Clothes:* New or gently-used clothing can be placed in your community donation boxes.