

## OFFICE CLEAN-UP CHECKLIST

If you are planning to clean up or move your office, here are some tips to sort your office items:

### 1. Reduce office clutter

- Digitize documents to get rid of physical files** that take up too much space. **REMEMBER!** Follow [Sheridan's policies](#) on records management and privacy, available on Access Sheridan or in Sheridan's Policy Viewer. For more information, visit the RIM website.
- Stop printing** where possible and **if printing is necessary default to double-sided** printing
- Sort** through all of your workplace items and **consider donating any items you don't use/want**

### 2. Reuse or donate unwanted items in good condition

- Donate acceptable items** from the list below to the Mission Zero **Freeuse** Pop Up Shop initiative (coming Fall 2022)! Place items in labeled red bins located behind library desks at each campus. At Trafalgar, you can also pick up a labeled red bin from the mailroom (room A134) between 10:30am-2:30pm Monday-Thursday. To arrange for pick up, email [missionzero@sheridancollege.ca](mailto:missionzero@sheridancollege.ca)

- ★ Office/school supplies, e.g. unused notebooks, working pens, rubber bands, etc.
- ★ Crafting supplies
- ★ Novels
- ★ School bags/cloth tote bags
- ★ Ceramics & small home décor items
- ★ Kitchenware & small appliances
- ★ Games/sporting goods, and
- ★ Clothing/footwear/accessories.

- Consider donating other items to local charities**
- Choose to Reuse!** If you are in need of new supplies, visit one of the upcoming Mission Zero **Freeuse** Pop Up Shop events (to be scheduled Fall 2022) and see if you can find what you're looking for!

### 3. Recycle items that cannot be reused

- Recyclable Items include** — ① Used paper products, ② Cartons, ③ Cardboards (flatten them), ④ Plastics containers and cup lids, ⑤ Metal or glass materials. **PRO TIP!** Separate any binding coils from notebooks. Place removed coil in landfill (black) bin and the notebook in the recycle (blue) bin.
- Special waste recycling (All Campus Locations)** - see below for list of other items that have special waste disposal options available at Sheridan's campuses:

- ★ Used batteries — RMC collection bin is located in [Learning Commons](#).
- ★ E-waste (old keyboards, headsets) — A recycling collection is available at [Shipping and Receiving](#).
- ★ Writing instruments — TerraCycle collection bin is located in [Learning Commons](#).
- ★ Confidential documents — Shredded paper collection ([grey](#)) bins are located [across campus](#).
- ★ Non-perishable, unopened food donation [drop boxes](#) are located at the [Student Centre](#) and [various buildings in each campus](#). Please contact Sheridan Student Union for any questions.

### 4. Properly dispose items that cannot be reused/recycled

- Landfill (black) bins** — ① Not recyclable used stationary (e.g. erasers, broken rubber bands); ② Single Use Plastics (e.g. cutlery, wrappers, bags); ③ Other items (e.g. styrofoam, canvas boards).

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For questions regarding how to reduce/sort office waste, email [MissionZero@SheridanCollege.ca](mailto:MissionZero@SheridanCollege.ca).  
To request waste bins for bulk quantity items, please contact [facilities@sheridancollege.ca](mailto:facilities@sheridancollege.ca).