



# Indoor Locations

In all state buildings Facilities Management provides recycling bins in classrooms, offices, and hallways. The bins in offices and classrooms are intended for paper collection, and all commingle items need to be deposited in the bins located in the hallways.



**Any cardboard items can be flattened and placed near any of the following bins and our building custodians will pick it up nightly.**

## Main Offices/Individual Offices

Each main office should be supplied with a larger 40 gallon blue recycle bin. Along with the main bins, there are smaller, individual desk-side bins. Each individual office and/or desk is provided a desk side bin and can usually be found next to the trash can at the desk. These bins are used specifically for paper recycling.



## Classrooms



Each classroom is provided a desk-side bin for recycling and can be found at the exits next to the trashcan.

These bins are used specifically for paper recycling.

## Hallways

Paper and commingle bins can be found looking down most hallways on campus. Commingle bins are very distinct from the other bins as they are much taller and have a round hole on the lid for easy bottle and can recycling. Please separate recycling materials into the proper collection bin to prevent delays in the recycling process.



## Additional/Replacement bins



For additional or replacement recycling bins please contact the Service Center at 351-2446.