

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

- **Overview**

WASTE AND RECYCLING: ADMINISTRATION, FACULTY AND STAFF AREAS

- **Policy**

12.2

- **Procedure**

REV 04/05

- **Contact Information**

Facility Services

425.352.5466

OVERVIEW

Administration, Faculty and Staff area Waste and Recycling containers have been provided and are routinely serviced in all University of Washington, Bothell and Cascadia Community College buildings. Because of the low volume of non-paper recyclable material generated in these areas, single stream recycling (the method used in Classrooms, Study Rooms and Hallways) has not been instituted. It is the expectation that employees will use Hallway and Common Area single stream recycling containers when non-paper recyclable materials require processing.

POLICY

All Administration, Faculty and Staff suite workstations and personal offices are supplied with recycle and waste containers. All recycle containers are blue plastic “desk type” and are rectangular in shape. All waste containers are gray, beige or black plastic “desk type” and are rectangular in shape; there are no blue waste containers.

Each Vista (the common space near each elevator) is provided with single stream recycling containers. These wheeled containers are large blue or gray “curb-side” type totes. Cascadia Community College’s vistas are the exception to this rule and dual stream recycling remains in effect for these custom metal recycle containers. All non-paper recyclable materials generated in Administration, Faculty and Staff areas are to be placed into these containers by employees.

PROCEDURE

For all Administration, Faculty and Staff area **recycle** containers, fill only with:

- Clean Paper
- **Flattened** Cardboard (if cardboard will not fit into container, lay it on top of the container or attach a “Recycle” note to the material).

- Newspapers, magazines
- Catalogs, phone books
- Paperback books
- Clean paper food boxes

For all other non-paper recyclable materials use the Vista collection areas and refer to and follow the instructions listed on the “RECYCLE HERE” labels posted on the single stream recycle containers when recycling materials or disposing of waste. In the Cascadia Community College vistas place bottles and cans into the appropriate dual stream container.

For all Administration, Faculty and Staff area **waste** containers:

- To reduce unpleasant odors, avoid placing food garbage into office area waste containers. Use kitchenette or hallway waste containers for food garbage.
- Do not place sharp objects such as broken glass, broken light bulbs, razors or needles into waste containers. Contact Facility Services Dispatch (425-352-5466) and request assistance.
- Do not place Hazardous Material into waste containers. Contact Facility Services Dispatch and request assistance.

Personal office recycle and waste containers will be serviced **only** if the occupant/occupants place them outside of their office door. Do not place the containers against hallway walls. Custodians will not be entering personal offices daily to service recycle and waste containers. For this reason, it is strongly urged that food garbage is not placed into personal office waste containers. To ensure that your containers are serviced, place them outside your office any time **before** the scheduled service **start time** for your area (see **SERVICE**).

Do not over-fill recycle or waste containers. If a container is full, contact the Dispatch Desk, at the Physical Plant Building @ 425-352-5466 and request that the container be emptied.

Do not leave recyclable material in building hallways; this is a fire code violation. If high volumes of recyclable material or waste are anticipated, additional or larger containers and/or service should be requested one week in advance, please contact Facility Services Dispatch at 425.352.5466.

Service Schedule

All Administration, Faculty and Staff area **Suite, Common Area** and **Kitchenette** recycle and waste containers are serviced on the following schedule (Personal office containers placed outside office doors are also serviced following this schedule):

UW1

(Monday – Thursday)

12:30 PM - 2:30 PM: All Faculty Areas and any Administration or Staff areas South of the vistas.

5:30 PM – 11:00 PM: All Administration and Staff areas North of the vistas.

(Friday)

7:30 AM – 9:00 AM: All Faculty Areas and any Administration or Staff areas South of the vistas.

3:30 PM – 5:30 PM: All Administration and Staff areas North of the vistas.

UW2

(Monday – Thursday)

5:30 PM – 11:00 PM: All Faculty, Staff and Administration areas North of the vistas.

(Friday)

9:00 AM – 11:00 AM: All Faculty, Staff and Administration areas North of the vistas.

LB1 & LBA

(Monday – Thursday)

3:00 PM – 5:00 PM: All Faculty, Staff and Administration areas.

(Friday)

11:00 AM – 1:00 PM: All Faculty, Staff and Administration areas.

LB2 (Media Center)

(Monday – Thursday)

10:00 PM – 6:00 AM: Entire Media Wing.

Cascadia Community College

(Monday – Thursday)

12:45 PM – 2:00 PM: 3rd Floor, All Faculty areas.

1:45 PM – 2:45 PM: 2nd Floor, All Faculty offices and Information Systems.

2:45 PM – 4:15 PM: 1st Floor, All Faculty offices.

4:15 PM – 4:45 PM: LL, All Faculty offices.

7:45 PM – 9:00 PM: 2nd Floor, Administration area North.

9:00 PM – 10:15 PM: 1st Floor, All Staff offices.

(Friday)

10:00 AM – 11:30 AM: 3rd Floor, All Faculty areas.

11:15 AM – 1:00 PM: 2nd Floor, All Faculty offices and Information Systems.

12:15 PM – 2:00 PM: 1st Floor, All Faculty offices.

1:45 PM – 3:00 PM: LL, All Faculty offices.

4:00 PM – 5:00 PM: 2nd Floor, Administration area North.

4:00 PM – 5:00 PM: 1st Floor, All Staff offices.

Physical Plant Services



(Monday – Thursday)
10:00 PM – 11:00 PM
(Friday)
5:30 PM – 6:00 PM

CONTACT INFORMATION

Facility Services
425.352.5466
plant@uwb.edu