

# UNIVERSITY OF WASHINGTON, BOTHELL POLICIES AND PROCEDURES MANUAL

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WASTE AND RECYCLING: CLASSROOMS, STUDY ROOMS AND HALLWAYS  
12.1  
REV 04/05  
Facility Services  
425.352.5466

## OVERVIEW

Classroom, Study Room and Hallway 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 high volume of recyclable material generated in these areas (especially cans and bottles), single stream recycling has been instituted in order to reduce the amount of recyclable material moving into the waste stream. Single stream recycling makes it possible to use a single container to gather recyclable cans, bottles, metal, etc. as well as various recyclable paper products. Continuing education of methods and responsibilities and consistent customer participation will be key factors that will impact the outcomes of this program.

## POLICY

At each entrance to every Classroom and Study Room, and in each vista (the common space near each elevator) there are single stream recycling containers. The Classrooms and Study Rooms have rectangular “desk type” blue containers. The vistas and some common “break-out” areas have larger blue or gray 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* single stream recycle containers are labeled with “RECYCLE HERE” stickers for easy identification. **Note:** Any blue “desk type” containers that are not labeled are for clean, recyclable paper only. The “RECYCLE HERE” labels identify what can and cannot be placed in the single stream recycle containers.

All Classrooms, Study Rooms, Vistas and Hallway are supplied with waste containers; there are no blue waste containers. Gray, beige or black are the most common colors for waste containers. Classrooms and Study Rooms have rectangular “desk type” waste containers. Hallways and Vista have larger oval containers with swinging lids. Certain Classrooms that have been identified as “High Use” rooms have been supplied with oversized “yard waste” type containers.

## **PROCEDURE**

Refer to and follow the instructions listed on the “RECYCLE HERE” labels posted on all single stream recycle containers when recycling materials or disposing of waste.

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

Do not place sharp objects such as broken glass, broken light bulbs, razors or needles into waste containers. Contact Facility Services Dispatch and request assistance.

Do not place Hazardous Material into waste containers. Contact Facility Services Dispatch and request assistance.

Do not attempt to empty recycle or waste containers.

If high volumes of recyclable material or waste are anticipated, additional or larger recycle and/or waste containers can be requested, please contact Facility Services at 425.352.5466.

### ***Service***

Classroom, Study Room and Hallway Recycle and Waste containers are serviced between 10:00 PM & 8:30 AM, Monday thru Thursday and on Saturdays between 6:00 AM & 4:30 PM.