

## Recycling Bins

- Wooden Bins outside most buildings
  - These are the main collection points for recycle.
  - **NO LOOSE** material other than Cardboard.
  - ALL other material **MUST** be bagged according to the list of Materials Collected for Recycle.
- Blue Cans with pyramid lids located outside by trash cans across campus.
  - These are for Aluminum Cans and Plastic Bottles **ONLY**.
  - Please empty **ALL** Liquids before placing these in the bins.
  - These bins are not for Trash or Glass.
- Blue Wheelie Bins are located near most of the dorms.
  - These are for the students to sort their recyclable material by type.
  - Please refrain from using these as trash bins.
  - Large pieces of Cardboard should not be placed in these bins, please use the Wooden Bins for Cardboard.
- The only area on campus that doesn't have access to any outside bins at this time is the Mignon Complex. There is an area behind the Garbage Dumpster that is being used as the Recycle pick-up location. Please place all cardboard in this area and any other materials should be placed in the interior bins in each dorm. The Custodians will deal with those materials.
- Indoor Bins
  - There are a few different types of Recycle bins located throughout the interiors of the classroom buildings and dorms.
  - These are labeled for the types of materials that are to be placed in each bin.

None of these bins are for Trash of any kind. Please follow the list of Materials Collected for Recycle and place all trash in the proper trash cans.

## **Books**

- If you have books for recycling, please make a work order either through School Dude or call Work Control (783-2147) to schedule a pick up time.
- DO NOT Place Books in the Recycle Bins loose or otherwise.
- If possible, books should be placed in boxes. If boxes are not available, please just leave the books in a stack and our Recycle person will deal with them.

## **Materials for Shredding**

- The Community Recycling Center Offers a shredding service to dispose of Confidential Information.
  - Please make a work order through School Dude or contact Facilities Management at 783-2147 to schedule a pick-up.
  - There is a fee of \$15.00 Dollars per Hour charged for this service.
  - The fee applies loads that weigh 200 lbs. or more.
  - If the load weighs less than 200lbs., the fee is not charged.

If there are any questions, please contact the Building Service Tech Office at 783-2610 or e-mail your questions to [m0765733@moreheadstate.edu](mailto:m0765733@moreheadstate.edu)