

OFFICE OF SUSTAINABILITY

FACILITIES MANAGEMENT

**Campus Waste and Recycling Policies**

**Building Services Policies**

* All waste and recycling receptacles should be placed next to each other
* Building Services empties waste and recycling receptacles in common areas
* Classrooms and meeting rooms should not have waste or recycling receptacles
* Lab spaces may have 1 waste and 1 recycling container maximum if there is lab waste generated
* Each office will be provided with one small trash and one small recycling container
* All waste receptacles that are emptied by Building Services should be lined with a black plastic bag, and all recycling receptacles should be lined with a clear plastic bag
* Waste and recycling receptacles should be emptied when they are more than 50% full

**Personal Responsibilities**

* Office waste and recycling containers will not be emptied by building services. It is the responsibility of the personnel in the office to empty these into the receptacles in the hallway or breakroom.
* Office waste and recycling containers should not be lined with any plastic bags. Food waste should be brought to the receptacle in the hallway or breakroom and not deposited in the desk-side container.
* When possible, recyclables should be emptied loose into recycling containers or dumpsters. Clear plastic bags or paper bags may be used if necessary.

**Hazardous Items**

* Information Technology should be contacted to help recycle unwanted electronic items such as printers, PCs, monitors, cables, etc.
* Used batteries should be placed in the 5-gallon buckets located in each building
* Ink and toner cartridges can be sent or picked up by our Mail Center to be recycled
* For any other hazardous materials, please visit [portercountyrecycling.org](https://portercountyrecycling.org/).

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