

# WASTE-FREE MOVE GUIDE

**Moving? Cleaning out? Reorganizing? Help Harper Go Green and make your move waste-free. See below for information on common items that can be recycled or reused. Don't want it? Someone else does! Donate your gently used office supplies for others to reuse on campus. After all, reuse is the best form of recycling. Contact Facilities Management to pick up recycling and donations, x6350**

Contact Amy Bandman, Sustainability Coordinator, with questions: [abandman@harpercollege.edu](mailto:abandman@harpercollege.edu), x6141

<p><b>Mixed Recyclables</b> Plastic #1 - 5, 7, metals, glass, paper and cardboard</p>	<p>All materials must be empty. No paper coffee cups, no food, no liquid, no paper towels/napkins/tissues. Place items in mixed recycling bins.</p>
<p><b>Bulk Paper</b> White paper, colored paper, envelopes (windows OK), newspaper, letterhead, sticky notes, magazines (staples, tape OK)</p> <p><b>Confidential Paper</b></p>	<p>Request a large paper recycle container from Facilities Management x6350.</p> <p>Place all confidential paper in your department's Cintas/Shred-IT bin. All confidential paper will be picked up and shredded on site.</p>
<p><b>Cardboard</b></p>	<p>Break down all boxes. For bulk cardboard pickup, contact Facilities Management x6350.</p>
<p><b>Books</b></p>	<p>Bring books to the library checkout desk to be donated. To discard damaged books, or books of little academic value, bring bound books to the library checkout desk to be properly recycled.</p>
<p><b>Binders/Notebooks/Folders</b></p>	<p>Clean out all binders and folders. Materials still in good condition can be donated to the ReUselt Room, D266b, to be reused by others on campus. Remove spirals from notebooks and recycle the paper. Reuse notebooks if not all the pages have been used.</p>
<p><b>Hanging Files and File Folders</b></p>	<p>Recycle the contents of file folders and if still in good condition donate to the ReUselt Room, D266b.</p>
<p><b>General Office Supplies</b> Paper Clips, Binder Clips, Tacks, Pens, Desktop Shelving and Organizers, book ends etc...</p>	<p>All unwanted general office materials can be donated to the ReUselt Room, D266b, and reused by others on campus. Submit a work order with Facilities Management to have items moved, x6350.</p>
<p><b>Picture Frames, Hanging Artwork</b></p>	<p>Empty contents of unwanted personal picture frames and donate them to the ReUselt Room, D266b. Leave unwanted, framed artwork in your office and call Facilities Management for removal, x6350.</p>
<p><b>E-waste and Toner Cartridges</b></p>	<p>Contact Help Desk for disposal x4357</p>
<p><b>Batteries</b></p>	<p>Harper College recycles all types of rechargeable batteries. Call Help Desk for pickup, x4357. We do not accept standard single-use batteries.</p>