

# Get motivated, get organised - clear out your office!

Moving office or want to de-clutter your area? This guide tells you all you need know.



## Paper Products

If the recycling bin won't take all your paper, order large clear plastic bin liners from [cleaning@uwe.ac.uk](mailto:cleaning@uwe.ac.uk). No need to remove staples or even paper clips if you don't have time, but take paper out of ring binders and folders.

Did you know that paper card up to the thickness of cereal packets, catalogues, directories and unwanted books can all be put in the paper recycling bin as well.

Do your papers contain **confidential information**? You will need confidential waste sacks. In the Services you order them direct at a cost of £3.50 from [cleaning@uwe.ac.uk](mailto:cleaning@uwe.ac.uk) In the Faculties you will need to contact the Executive Support teams.

To take all bags away, contact [operations@security@uwe.ac.uk](mailto:operations@security@uwe.ac.uk) as the cleaners can only carry so much.



## Batteries

You can recycle batteries at collection points around campus; <http://www1.uwe.ac.uk/aboutus/visionandmission/sustainability/reducere-userecycle/wastedisposalatuwe.aspx> or if only a few, you could send them in the internal mail to Paul Roberts, Facilities Building 650.



## Mobile Phones

You can recycle your mobile phone at UWE. Put it together with battery and charger into an ink and toner recycling collection point on campus [www1.uwe.ac.uk/aboutus/visionandmission/sustainability/reducere-userecycle/wastedisposalatuwe.aspx](http://www1.uwe.ac.uk/aboutus/visionandmission/sustainability/reducere-userecycle/wastedisposalatuwe.aspx)).



## Electrical Items

First check whether colleagues might want your surplus electrical items for use at UWE. Otherwise you can upload them onto Warp-It at [www.warp-it.co.uk/uwe](http://www.warp-it.co.uk/uwe) to make them available across the university.

All defunct electrical items, from a small calculator to an incubator, have to be recycled as they contain hazardous materials. For a collection, contact [operationsandsecurity@uwe.ac.uk](mailto:operationsandsecurity@uwe.ac.uk).

For **IT related items**, you will need to first have a *disposal of equipment* form completed, available here: <http://www.uwe.ac.uk/finance/purchasing/intranet/procedures/forms.shtml>.



## Books

Rather than leaving books sitting on your shelf, why not give them to a colleague or charity shop? Any left can be recycled in the paper recycling bins.



## Cassettes - Audio and VHS, CDs/DVDs, floppy discs

If you have non confidential data stored on obsolete media eg Cassettes -Audio and VHS, CDs/DVDs, floppy discs, it should be disposed of in the general waste.

Confidential digital media should be placed in a confidential waste sack and clearly labelled as “CDs/DVDs for disposal”. CDs/DVDs etc should be kept separate from confidential paper.

Sacks are available as detailed above and removal can be requested by emailing [operationsandsecurity@uwe.ac.uk](mailto:operationsandsecurity@uwe.ac.uk).



## Lever Arch Files

Old lever arch files and binders can be redistributed to students and staff. Upload them onto Warp-It or contact Paul Roberts on 83591 to make other arrangements.



## Stationery and office items

Got extra stuff? Do you have extra staplers, scissors or pens? Please return anything you don't **need to your office stores for someone else to use.**



## Furniture

Surplus furniture may be useful elsewhere and we can come and collect it. If the furniture is in good condition we will reuse it or recycle it. As a first point of call speak to your Facilities coordinator Emma Coyle for FBL and ACE and for Bower Ashton Deana Poolman, Alison Jack for FET, David Watkins for HAS - Glenside and Roger Salter for HAS - Frenchay, and Marie Cooke if you work in a Service.

### Leave time and ask for help

- If you are clearing an office, leaving things to the last minute makes the task too stressful and often results in the opportunity to reuse and recycle being lost.
- Ask for help early on: speak to your Facilities coordinator or Services contact to let them know what is happening.

## UWE re-thinking waste; reduce, re-use, recycle.

UWE is working hard to increase the amount it recycles and well as increasing the amount of equipment and furniture it re-uses. **Thank you for helping.**