



## Building Environmental Services & Recycling (BES&R)

On behalf of BES&R, we're happy to have you on campus! We'd like to take a minute to remind you of the services offered by BES&R, and to provide you with contact information for any questions or concerns.

### Recycling Services

In your office, you have deskside trash and recycling bins. If the bins are missing, please let us know. You are responsible for emptying your deskside bins into the larger recycling and trash bins that are located in your common areas and breakrooms. Our staff checks trash at these locations daily (M-F) and recycling 1 - 3 times a week depending on the building.

Why a small trash bin?

Most waste from office areas is recyclable - paper, folders, envelopes, sticky notes, etc. Larger items that don't fit in the mini bin should be taken out daily - take out containers, cups with liquid, etc.



*Deskside bins should be emptied into common area recycling/trash bins*



If you are cleaning out your office, or getting ready to move, we can bring you a large bin for all your papers and books and a small bin for unwanted office supplies and e-waste. Please contact FM 311 at 704-687-1311 or visit <https://facilities.charlotte.edu/our-services/fm311/> to request a clean-out toter.

### Cleaning Services

Private office space is cleaned by work request only <https://facilities.charlotte.edu/our-services/fm311/>. This allows our staff to provide a higher level of cleanliness throughout the common areas of each building.

We take great pride in our responsibility to maintain cleanliness of campus facilities.

For any other cleaning and floor care needs (spills, etc.), please submit a work request through FM 311 at 704-687-1311 or <https://facilities.charlotte.edu/our-services/fm311/>

*Additional recycling information is on the back.*

# UNC CHARLOTTE RECYCLES RIGHT!

\*Please empty your deskside trash and recycling bins into your department's centralized containers - these are larger bins in breakrooms and copy areas

## CONTAINER RECYCLING



Plastic Bottles /  
Jugs



Aluminum / Steel /  
Tin Cans



Juice / Milk  
Cartons



Glass Bottles /  
Jars

## PAPER RECYCLING



Printer Paper  
Notebook Paper  
Manila Folders  
Sticky Notes  
Junk Mail

Newspaper  
Magazines / Catalogs  
Brown Paper Bags  
Boxboard (pen boxes)

## ADVANCED RECYCLING (not in the regular bins)



Plastic Bags / Batteries  
*These items have their own bins*



Bagged Shred / Cardboard / Styrofoam  
*Leave these materials beside or behind the regular bins*

## PUT THESE IN THE TRASH



Tissues / \*Paper Towels  
\*Food Waste



Styrofoam Food  
Containers



All Cups  
Wrappers

*\*Exception if available put in compost*

*BES information on back.*