

## Estates Office Move Waste Guide - 20 Furnival Street

### Recycling Tubby

Takes the same items as recycling bin;

- Paper (not confidential waste)
- Cardboard (including notebook covers if metal ring binding spine has been removed)
- Hard Plastic - including hard hats
- Glass (unbroken) - not light bulbs
- Tins/ Cans (empty and clean)
- Magazines/ Journals/ Manuals
- **No electrical items/ light bulbs or aerosols**

### Stationery

- Hard plastic folders (with no metal) e.g. magazine files can be put into the recycling tubby
- Paper folders can be put into the recycling tubby
- Ring Binders/ box files in good condition should be emptied, bagged and left under the stairs on the ground floor (to be recycled through the student body)
- Broken ring binders should be put in the general waste unless the metal has separated, in which case the cover can be put in the recycling and metal should be put in the general waste
- Clear plastic wallets (from inside ring binders) if in good condition can be returned to the stationery cupboard. Otherwise can be put in general waste (Cannot be recycled)
- Functioning stationery items (e.g. hole punch/ stapler...) to be returned to stationery cupboard

### Books Box

Books that are no longer needed and in a reasonable condition please put into the 'Better World Books' Box - to be distributed through our charity partner. Located on Level 0 under the stairs;

- Hard and paper backs both accepted
- **Not journals/ magazines** (go into recycling tubby)

### Battery Bin

Located on the cabinet in front of Level 0 Stairs;

- All domestic batteries (**not from mobile phones** - electrical box with phone)
- Test to see if they are empty using the bin features

### Electrical and Other Box

Located on Level 0 under the stairs, will take;

- Old phones
- CD's
- Aerosols
- Wires/ chargers
- Light bulbs
- Misc. Electricals
- Old clothes (if your item is in a decent condition please recycle through your local charity shop)
- **Not Batteries**

Any items not listed please see Recycling '[Geek Guide](#)'

Recycle and  
do the right thing.



Switch it off  
and do your bit

