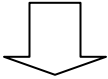


# CARDBOARD RECYCLING AT U OF L

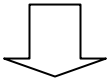


## Getting your department or group started:

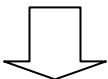
**Step 1:** Designate an area within the department where personnel can place their cardboard boxes for recycling (i.e. the copier room, loading dock area, outside your office door in hallway).



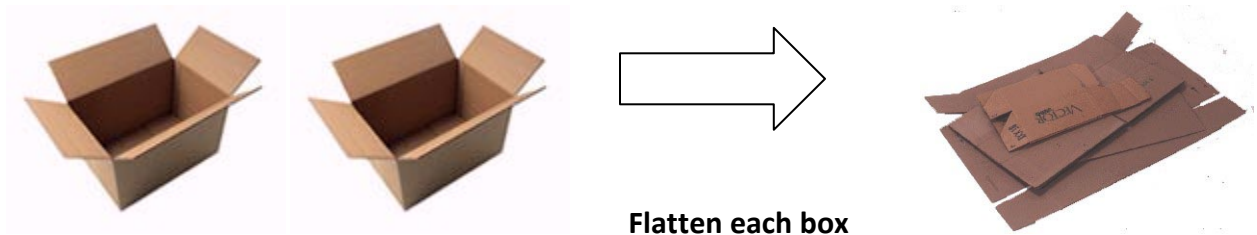
**Step 2:** Announce to your department/group via e-mail that your department /group has a cardboard recycling central accumulation area and provide its location information.



**Step 3:** Personnel should **break-down and flatten each cardboard box** prior to placement in the cardboard recycling area.



**Step 4:** Your building's Custodian or Zone Maintenance person will periodically check the central accumulation area and remove cardboard as needed. However, if your collection location becomes full, and needs to be emptied promptly, have your UBM contact Physical Plant Work Control at: Belknap/Shelby Campus 852-6241 or HSC Campus 852-5695.



Questions or comments about this program can be directed to U of L – Physical Plant Grounds Department at 852-8181.