

FALL 2020 UPDATE ON WASTE MANAGEMENT IN CAMPUS BUILDINGS

COVID-19 has changed how waste will be managed in office and administrative areas on campus. During the 2020-21 academic year, custodial staff will not clean these types of spaces -- including **offices, conference rooms, and study and meeting spaces**. It will be the sole responsibility of person/department to dispose of its office space trash and recycling materials. Building occupants should contact their building custodian for trash bags if needed. Each building floor will have centralized waste collection point(s) for trash and recyclables, which will still be managed by custodians.

The following guidelines describe how faculty, staff and graduate students should handle trash and recycling at their various workspaces and stations;

- **Trash**
 - Paper towels and tissues can still go in the regular desk-side trash cans but ensure they are disposed of properly into the common space trash bins or trash dumpsters at the building loading dock at the end of each day. Ensure always that all trash is inside your container. If you need more trash bags, contact custodians in your building.
- **Recycling**
 - Continue to [recycle more and recycle right](#). This is very important during COVID-19.
 - Please **DO NOT** place tissues, paper towels, wipes, masks, latex gloves, or any other sanitary or cleaning materials used to protect yourself from COVID-19 into any recycling bins in your workspaces or communal areas. They do not belong there.
 - Always rinse out all recyclables before placing them in your desk-side blue recycling bin.
 - Empty your 7 gallon desk-side blue recycling bins (if you don't have one, please request [one](#).) when full into the 55- gallon recycling bin in the common area within your building. Do not allow overflow.
 - If the 55-gallon bin is full, immediately contact the custodial staff in your building or email recycling@iastate.edu.
 - To find out what can go into the blue recycling bins, download the signage [here](#).

Resources on Recycling Properly on Campus

- Check out our [simple guide to single stream recycling in the office](#).
- Watch this short [video](#) on 3R's (Read, Rinse, Recycle).

Remember: Hand washing with soap and water as well as source separating contagious waste (masks, hand gloves etc. if any) from non-contagious (regular waste and recyclables) will keep us all safe including our custodians and waste management staff.

Thank you,

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Making Commitments, Keeping Commitments

Think Nature, Think Sustainability!!!

Don't Buy What You Don't Need!!!