

## Office Clean-ups in Campus Buildings

As you clean out offices, we encourage that **textbooks, journals, hardcover books** etc. be **recycled** and not thrown into trash bins. To do this, simply put them in boxes and submit an [online pickup request](#) and we will take care of it for you. Also, please **DO NOT** put these heavy items in the blue recycling bins as we are trying to avoid injuries for custodial staff who hauls these bins to the loading dock for recycling.

Thank you.

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