

# Waste & Recycling Bin Guide – for bins inside buildings

## dry mixed recycling

this container is for:

- ✓ paper and cardboard
- ✓ drinks cans and food tins
- ✓ plastic bottles and containers

types:     

No glass No food No liquid

All recyclables must be empty or rinsed out. No glass, food or liquid.



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## paper & cardboard

this container is for:

- ✓ waste paper and files
- ✓ small pieces of cardboard
- ✓ newspaper and magazines
- ✓ paper and card packaging

No paper cups No food No liquid

No paper or cardboard contaminated with food or liquid. No confidential waste.



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## general waste

this container is for:

- ✓ non-recyclables
- ✓ food waste
- ✓ contaminated packaging
- ✓ all drinking cups
- ✓ plastic bags and wrappers
- ✓ polystyrene

No glass No electrical items



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Glass bottles and jars should be placed in the bottle banks or bins that are located outside buildings.




Large cardboard boxes should be flattened and placed next to the bins for collection.



Paper cups can be placed in the special bins for paper cups that are located in building foyers.

paper cup recycling



Electrical equipment, bulky items and confidential waste must be collected by the Porters – please complete an online Waste Disposal Request Form for these.