Waste & Recycling Bin Guide – for bins inside buildings





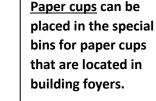




Glass bottles and jars should be placed in the bottle banks or bins that are located outside buildings.



<u>Large cardboard boxes</u> should be flattened and placed next to the bins for collection.





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