

Green Clean Day Planning Guide

A practical guide for creating a successful Green Clean Day

A publication of U of M Waste Management Services
July 2015

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What is a Green Clean Day?

A Green Clean Day is a one-day event dedicated to the clean out of departmental office space organized to maximize recycling, reuse, and waste reduction. Green Clean Days originated with the Ross School of Business and have filtered throughout the University.

Why have a Green Clean Day?

Organizing a Green Clean Day is a great opportunity to create much needed space for filing and storage by purging files and materials. Additionally, a Green Clean Day will raise the awareness of waste generated by your department while examining what types of material can be recycled or reused internally. Reducing the amount of material that is landfilled through reuse and recycling creates a sense of community and goodwill through a fun team oriented clean out project. A Green Clean Day is an excellent way to save your department money through material exchange by setting up a reuse area or room where office supplies and other items can be swapped and exchanged. A Green Clean Day also gives employees a day to dress down and perform a task most never set aside the time for: clean.

How Do We Get Started?

Read the Green Clean Day planning guide and email Waste Management Services at recycle@umich.edu to start the ball rolling for your Green Clean Day.

How Waste Management Services Can Help

Waste Management Services can provide a variety of services and resources that can help make your Green Clean Day a success. These services and resources include:

- ❑ Green Clean Day Planning Guide
- ❑ Staff support at Green Clean Day planning meetings
- ❑ Staff information handouts and ideas
- ❑ Sign templates for collection of primary and secondary recyclable materials
- ❑ Delivery and pick-up of wheeled carts for material handling
- ❑ Additional recycling and waste dumpsters (fees may apply)
- ❑ Post Green Clean Day collection of primary and secondary recyclable materials

Please contact us:

U of M Recycling Program
109 E. Madison
Ann Arbor, MI 48109-2993
recycle@umich.edu
www.recycle.umich.edu
(734) 763-5539

Checklist for a Successful Green Clean Day

Waste Management Services has developed this checklist to help departments and buildings plan a Green Clean Day to recover recyclable and reusable materials on a large scale. Use this checklist to plan a successful day.

Plan Ahead

Create a Team

- Talk with staff in your building to gauge interest
- Create a Green Clean Day team who will organize and facilitate the Green Clean Day
- Recruit team captains to lead specific committees during the Green Clean Day. Typical committees are listed below.

Communications – responsible for communicating to staff, promoting event, creating signs.

Hospitality – responsible for refreshments and T-shirts.

Reuse Room – coordinates and organizes materials in designated room.

Volunteer – responsible for recruiting, coordinating and scheduling volunteers for one or two hour shifts.

Cart and Material Handlers – responsible for setting up collection sites with carts and boxes, transporting materials in carts or boxes to appropriate sorting areas and post Green Clean Day assembly of carts for pick up by Waste Management Services.

Dock Sorting – oversees the sorting of materials brought to the dock to maintain quality control of recyclables.

Confidential/Archival Materials – makes arrangements for the collection of confidential materials separate from other materials. Works with Bentley Library for the handling of archival materials.

Special Materials – works with Property Disposition for handling of office furniture and computer equipment and Occupational Safety and Environmental Health for disposal of all electronics, fluorescent bulbs, mercury, cleaning supplies, solvents, unidentifiable substances, batteries, laboratory chemicals and any other potentially hazardous materials.

Building Specifics

- Decide the level of the Green Clean Day (entire building, select floors, certain departments or a handful of offices)
- Identify potential dates for the Green Clean Day (what times are best or least busy for your building, what time of year is best)
- Contact Waste Management Services at least one month in advance of your proposed date to verify and confirm availability of Waste Management Services support. Due to limited staff and resources only one Green Clean Day can be scheduled in a week. We accommodate Green Clean Day requests on a first come, first served basis.

People to Include in your Green Clean Day

- Waste Management Services (the sooner the better!)
- Unit/Department Administration
- Building staff and volunteers
- Building Facility Manager

- ❑ Plant Building Services

Setting Goals

- ❑ Within the Green Clean Day team set specific goals for the event (e.g. recycling rate, amount of space to be purged, etc.).
- ❑ Identify the number of offices, floors or departments you would like to participate in the day.
- ❑ Develop a timeline with your Green Clean Day team on how to accomplish these goals.

Logistics

- ❑ Contact Plant Building Services so they are aware of the Green Clean Day, especially if additional custodial support will be required.
- ❑ If all staff members are participating in the Green Clean Day, have a plan to handle incoming phone calls, mail and emergencies.
- ❑ Let your customers know if your office will be closed and staff members will be unavailable for the day (reset outgoing voicemail messages and email).

Budget

- ❑ Get authorization to provide snacks, refreshments or a lunch on the day of the event.
- ❑ Create a sense of community and to encourage staff to dress down for the day and/or design a special Green Clean Day t-shirt to be worn on the day of the clean-out if budget permits.

Education/Communication

- ❑ Educate staff members about the Green Clean Day. Explain how and why they should participate using a variety of methods, i.e., handouts, newsletters, mailbox mailers, emails, posters, displays, phone calls, presentations at staff meetings, etc.
- ❑ Identify for staff the items that can be recycled, reused, sent to Property Disposition, handled by Occupational Safety and Environmental Health (OSEH) or trashed.
- ❑ Create committees of volunteers to increase participation in the planning and execution of the Green Clean Day. Suggested committees are listed on page 3.
- ❑ Create fun mock awards to encourage staff to participate. See the Mock Awards section on page 5 for some ideas.
- ❑ Have a kick-off meeting at the beginning of the day to remind all staff of the purpose and goals of the day, how to handle the different materials, schedule for food and wrap up, and most importantly to excite people in participating in the day.
- ❑ Develop an evaluation/comment form for staff to complete following the event. Use the comments to create a bigger and better Green Clean Day the following year! ☺

Collection of Materials

- ❑ First determine what types of items to collect based on what your office, department or building generate. Review the Primary and Secondary Materials collected for recycling and reuse by Waste Management Services on pages 6 and 7.
- ❑ Next decide how you are going to collect these items. Small amounts of Primary and Secondary Materials can be collected in labeled boxes. Copy paper boxes make great collection containers for these items. Large quantities should be collected in wheeled carts for easy transport to loading dock areas.

- ❑ Placement of carts and boxes for collection of materials generated during Green Clean Day is extremely important. Set up collection areas close to clean out areas for easy access. Be sure to set up collection areas where there is room for carts and boxes to be placed together without creating hazards or interfering with posted exits. Lobby areas, conference rooms, common/central areas make ideal locations for collection areas.
- ❑ Choose a Green Clean Day team member to organize volunteers to manage collection areas. After carts are delivered to the dock area by Waste Management Services this team member and volunteers will label the carts and deliver them to the designated collection areas. This group will also manage the collection areas during the Green Clean Day by emptying the contents of the boxes and carts in the appropriate dumpsters at the loading dock or main collection station.
- ❑ Create a sorting area close to or on the loading dock to ensure proper separation of materials for recycling. This is an area where secondary materials are boxed up and set aside for recycling, final checkpoint to make sure paper and mixed containers recycling are not contaminated before going into the recycling dumpster, and to make sure all trash coming out of the building is actually trash.
- ❑ Create a Reuse Room. Gently used items are put on display for other staff to check out and take. It is a great way to encourage reusing and can also save your office, department or building a significant amount of money through the reuse of needed items. Your team may decide to leave the reuse room open for a longer period of time to allow for additional “shopping”.

Follow-up

- ❑ Gather, empty and assemble all collection carts for pick up by Waste Management Services
- ❑ Contact Waste Management Services for information on how much material was recycled, reused, exchanged, or disposed of as a result of your Green Clean Day. Data available for one-day events only.
- ❑ Evaluate the day and goals achieved.
- ❑ Tabulate results of Evaluation/comment form.
- ❑ Publicize the success of the Green Clean Day!
- ❑ Start planning for next year – reserve your date with Waste Management Services!

Volunteer Job Descriptions

Clear descriptions of what your volunteers’ duties are essential to an effective Green Clean Day. Nothing is worse than having folks who want to help not be sure what they are to help with. Here are some basic duties for some of the most common volunteer jobs:

- ❑ **Reuse Room Volunteer:** Sort reusable items delivered to the Reuse Room. Make sure that items are separated and organized.
- ❑ **Cart Runners:** Responsible for taking full carts to the appropriate place (e.g. Reuse Room, Sorting Area, Dock, etc.) and returning empty carts to their original location.
- ❑ **Dock Dumpers:** Ensure that carts delivered to the dock filled with either trash or recyclables are emptied into the dumpsters. Coordinate empty cart pickups with Cart Runners. Spot check recyclables to ensure no obvious contaminants (e.g. a bunch of binders mixed in with recyclable paper).
- ❑ **Sorters:** Accept carts filled with mixed materials from Cart Runners. Sort materials in carts into various categories, as described later in this guide. Instruct Cart Runners on where sorted materials in carts, are to go. For example, a cart filled with

recyclable paper should go to the dock while a cart filled with reusable office supplies should go to the Reuse Room.

Green Clean Day Binder Challenge

Unwanted binders are one of the highest-volume secondary items collected from Green Clean Day events. Unfortunately, these are expensive items (\$3.00-\$5.00 each) that are often donated and then repurchased by offices every year. In order to encourage binder reuse in each office, Waste Management Services encourages offices to take part in the Green Clean Day Binder Challenge. In order to encourage participants to reuse binders, offer a small gift certificate, CARE coupon or other incentive to the Green Clean Day participant who reuses the most binders generated from the clean out event. Reused binders should come from the office and be reused in the office for the award to be given. Not only will this encourage waste reduction, but it will save your office money by eliminating the need to purchase new binders.

Green Clean Day Mock Awards

Green Clean Days provide an excellent opportunity for employees to not only clean but to have fun. The following award ideas are a good way to get staff members more involved in Green Clean Day.

Award Ideas from other Green Clean Day events:

- Most Improved Office Appearance (Before and after pictures are a must!)
- Largest Volume of Trash/ Recyclables Removed (Need someone to monitor this)
- Most Unusual Item
- Oldest Non-Archival Document
- Most Reformed Pack Rat
- Fastest Clean Out

Primary Materials Recycling Guidelines

Waste Management Services provides a single-stream recycling program. This means all recyclables are collected together. Paper, cardboard and container recycling should be placed in the blue "Recycling" dumpster located at the buildings loading dock. Here is a list of acceptable and non-acceptable items for recycling.

Acceptable

Paper

Newspapers
Magazines
Catalogues
Glossy Fillers/Mailers
Junk Mail
Envelopes
Non-metallic Wrapping
Paper
Office & Notebook
Paper
Telephone Books

Containers

Glass Bottles and Jars
Steel Containers
Metal Lids
Small Scrap Metal (pots, pans, metal trays, bakeware, and utensils)
Aluminum (cans, trays, clean foil)
Plastic Bottles
Plastic Tubs
Bulky Plastic Molded

Materials (buckets, milk crates, plant pots)

Cardboard

All Paperboard
Paper Bags
Corrugated Cardboard
Boxboard
Milk Cartons
Juice Boxes
Please flatten cardboard

Not Acceptable

Thermal fax paper
Food wrappers
Tissue/Paper towels, Napkins
Photographs
Plastic covers and bindings
Hardcover books*
Paper cups and plates
Wax coated cardboard
Carbon paper
Food waste or liquids
Plastic caps or lids
Straws
Electrical appliances*** or light bulbs**
Batteries
Plastic tableware
Plastic bags
Lab glass
Needles** and syringes**
Packaging Foam*

**Items can be recycled but are picked-up separately by Waste Management Services*

***For proper disposal contact UM Occupational Safety and Environmental Health, 647-1143*

***For proper disposal contact UM Property Disposition, 764-2470*

Secondary Materials Recycling/Reuse Guidelines

Waste Management Services collects many items for secondary recycling. These items are not part of our primary stream so they need to be picked up separately by Waste Management Services. Please box up and label the following items for recycling before you call Waste Management Services for a pick-up. Items that are listed together may be collected in the same box.

- Hardcover Books
- Cassette Tapes, Cassette Cases and VHS Videotapes
- Music CD's, Computer CD's and CD Plastic (jewel) Cases
- Computer Disks (3.5" floppy disks)
- Computer & Magnetic Tape (3480 & 3490 data cartridges, 9-track computer tape, 4mm & 8mm tape)
- Photographic Film
- Records (LPs)

Please bag the following in separate clear plastic bags:

- Packaging or Foam Peanuts
- Foam Block Packaging

Ink jet and toner cartridges:

- Please contact Mikan Corporation at salesinfo@mikancorp.com for collection information.

Green Clean Day Success Stories

What people have said about Green Clean Days.....

- ❑ “I liked the opportunity to meet other staff and get to know them in a more casual fashion. Also, the opportunity to spend concentrated time on cleaning out the place was great!”
- ❑ “Getting rid of things I never seemed to have time to go through, and I enjoyed meeting all the different people in the building”
- ❑ “It was a very productive and fun day”

Green Clean Day Results

The following buildings have participated in a Green Clean Day. Here are some of their recycling successes.

Fleming Administration Building (May 28, 2002)

5780 pounds (14 loose cubic yards) of paper recycled
1,720 pounds of confidential paper (shredded by outside company)
1672 pounds of office supplies reused
249.5 pounds of electronics and computer accessories reused
112 pounds of household items reused
52 pounds of computer disks recycled

Business School (June 3, 2005)

5601 pounds of paper recycled
113 pounds of transparencies recycled
2992 pounds of office supplies reused
1551 pounds hardcover books recycled

College of Engineering (May 23, 2005)

21800 pounds of paper recycled
95 pounds of toner cartridges recycled
1005 pounds of office supplies reused

Wolverine Tower (August 20, 2002)

4760 pounds of paper recycling
1008 pounds of office supplies
28.5 pounds of videotapes
15.5 pounds of household items

Other participants of Green Clean Day

- ❑ School of Social Work
- ❑ School of Art & Architecture
- ❑ Occupational Safety & Environmental Health (OSEH)
- ❑ Campus Safety Building
- ❑ Student Activities Building
- ❑ Plant Operations and Architectural and Engineering Services

Resources

Dealing with Confidential Material

Waste Management Services does not provide a shredding option for the destruction of confidential and sensitive material. The following companies have Strategic Supplier contracts with the University of Michigan. Please contact them for service options and related rates.

Please remember that all shredded paper can be recycled with other recyclable paper as long as it is in a sealed, clear plastic bag.

- Corrigan Moving Systems

UM Property Disposition

Contact Property Disposition to learn the proper procedures for the handling of unwanted furniture, electronics, lab equipment, etc. Call them at 764-2470.

UM Occupational Safety and Environmental Health (OSEH)

All hazardous and potentially hazardous materials must be handled through OSEH. Examples of these materials are batteries, cleaning fluids, solvents, paint, fluorescent tubes, light ballasts, equipment containing mercury, chemicals, etc. For material clarification or proper handling procedures call 647-11443.

Ordering Recycling Bins

Plant Building and Grounds Services provides recycling containers for offices across campus. All of these bins can be ordered by calling the Plant Order Call Center at 647-2059 or emailing recycle@umich.edu.

Recycling Doesn't Stop After Green Clean Day

Secondary Materials pick-ups can be requested year round from all locations on campus. After boxing these materials into manually manageable boxes please call Waste Management Services for a pick-up. See page 7 for a list of common Secondary Materials collected. Have an item too good to throw away that isn't listed? Email recycle@umich.edu. We may be able to find a reuse or recycling outlet.