

Green Clean Day Planning Guide

A practical guide for creating a successful Green Clean Day

*A publication of U of M Waste Management Services
August 2005*

Table of Contents

What is a Green Clean Day?	2
Why have a Green Clean Day?	2
How Do We Get Started?	2
How Waste Management Services Can Help	2
Checklist for a Successful Green Clean Day	3 - 5
Plan Ahead	3
People to Include in your Green Clean Day	3
Setting Goals	4
Logistics	4
Budget	4
Education/Communication	4
Collection of Materials	4
Follow-up	5
Green Clean Day Binder Challenge	5
Green Clean Day Mock Awards	5
Primary Materials Recycling Guidelines	6
Paper Recycling	
Mixed Containers Recycling	6
Secondary Materials Recycling/Reuse Guidelines	8
Green Clean Day Success Stories	9
Green Clean Day Results	8
Sample Green Clean Day Evaluation	9
Resources	10
Business School Green Team	10
Dealing with Confidential Material	10
UM Property Disposition	10
UM Occupational Safety and Environmental Health	10
Ordering Recycling Bins	10
Recycling Doesn't Stop After Green Clean Day	10

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 give Waste Management Services a call 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
- ❑ Post Green Clean Day collection of primary and secondary recyclable materials

Please contact us:

U of M Waste Management Services
1655 Dean Road
Ann Arbor, MI 48109-2159
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. Boxes up materials for collection by Waste Management Services.

Volunteer – responsible for recruitment, coordination and scheduling of volunteers usually for one or two hour shifts.

Cart and Material Handlers – responsible for set up of 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 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 serve basis and annual Green Clean Day events are given priority.

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.
- ❑ 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.
- ❑ To create a sense of community and to encourage staff to dress down for the day and 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 (OESH) 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 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”. When the Reuse Room is closed please box up items for a Waste Management Services pick-up. Office furniture and computers and large items must go to Property Disposition (764-2470).

Follow-up

- ❑ Gather 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. Ensures that items are separated and organized. Ensures that at the end of the day or the next day, all items are boxed/bagged up for Waste Management staff to collect.
- € **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 that are filled with either trash or recyclable paper are emptied into the dumpsters. Coordinate empty cart pickups with Cart Runners. Spot check recyclable paper 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, if in carts and located at the Sorting Area, 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 collects two primary recycling streams: Paper and Mixed Container recycling. All paper recycling should be placed in the blue "PAPER" recycling dumpster while all mixed containers should be placed in the blue "CONTAINERS" recycling cart both located at the buildings loading dock. Here is a list of acceptable and non-acceptable items for recycling.

PAPER RECYCLING

Acceptable

White and colored office paper	Carbonless forms, blueprints
Envelopes- with or without windows	Junk mail
Newspapers, magazines, catalogs	Phone directories, paperback books
Manila folders, cardstock	Empty tissue and food boxes
Gift-wrap and greeting cards- without foil	Shredded paper- in clear plastic bag
Corrugated cardboard- emptied and flattened	Hanging file folders- no wire hanger
Spiral bound documents- remove metal or plastic binding	

Not Acceptable

Copy paper wrappers	Carbon paper
Thermal fax paper	Plastic covers and bindings
Tyvek Envelopes *	Hardcover books *
Food wrappers	Frozen food boxes
Tissue, paper towel, napkins	Paper cups, plates
Photographs	Wax coated cardboard

MIXED CONTAINERS RECYCLING

Acceptable (Empty and rinse all containers, please remove all lids from bottles)

Glass bottles and jars	Ceramics and non-food glass
Aluminum cans and foil	Steel cans and metal lids
Empty aerosol cans	#1 and #2 plastic bottles
Paper milk, juice cartons, and juice boxes	Small scrap metal

Not Acceptable

Food waste or liquids	Wide mouth plastic tubs
Plastic caps or lids	Foam and plastic tableware
Straws	Plastic bags
Electrical appliances or Light bulbs	Lab glass
Film	Needles and syringes **
Batteries **	

**Items can be recycled but need to be boxed up for pick-up by Waste Management Services*

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

Secondary Materials Recycling/Reuse Guidelines

Waste Management Services collects many items for secondary recycling. These items are not part of our two primary streams (paper and mixed containers) 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)
- Ink-Jet Cartridges
- Transparencies or Transparency Rolls
- Photographic Film
- Records
- Tyvek Envelopes
- Kitchen and other Household Items/Supplies
- Any Office Supplies (ex: binders, hanging file folders, pens, tape, stationary, extra paper, desk organizers, and binder clips)

Please bag the following in separate clear plastic bags:

- Packaging or Foam Peanuts
- Foam Block Packaging

Outdated promotional items can be reused by the UM Government Relations Department to fulfill requests for items with the UM logo. Area schools may use these items during career fairs, fundraisers, etc. Box these items separately and mark as PROMO ITEMS.

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

Business School Green Team

The Business School Green Team “the true pioneer of the Green Clean Day” provides an excellent detailed training manual for buildings that are interested in organizing a successful Green Clean Day. With over 9 successful Green Clean Day events under their belt the Business School Green Team is a great resource. For more information about their training manual or group please contact them at:

thegreenteam@umich.edu or <http://www.bus.umich.edu/Organizations/GreenTeam/>

Dealing with Confidential Material

Waste Management Services does not provide a shredding option for the destruction of confidential and sensitive material. The following list of companies can provide shredding services if needed. 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.

- ❑ Secure Ecoshred (877) SHRED-69 www.secureecoshred.com
- ❑ Iron Mountain Destruction (800) 229-0180 www.ironmountain.com
- ❑ Shred-It (800) 69-SHRED www.shredit.com

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 Services, in conjunction with Waste Management Services, provides two different types of recycling containers for offices across campus: paper recycling and mixed container recycling bins. All of these bins can be ordered at the Plant Order Call Center webpage (http://www.plant.bf.umich.edu/workcontrol/plant_order_service/) or by calling 647-2059.

Recycling Doesn't Stop After Green Clean Day

Pick-up of Secondary Materials 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 to good to throw away that isn't listed? Give Waste Management Services a call. There's a good chance we can find a home for what you have.