

## SPOTLESS GUIDE TO RECYCLING IN THE OFFICE AND REDUCING WASTE COSTS

### **"Recycling 1 ton of paper product saves the life of 17 trees"**

Your workplace is likely to be one of the most wasteful places you visit on a regular basis. While your colleagues could be recycling gurus at home, it's very likely that promises and pledges go out of the window as soon as they enter their work building.

If you work in an office, the amount of waste your company produces is likely to be particularly high, but also very well suited for a recycling scheme.

Think of the masses of paper and cardboard that get thrown out every day; the drinks bottles and cans that end up in the rubbish, and the never-ending supply of printer cartridges destined for the landfill.

Getting your office to recycle their waste can be a daunting task. Be prepared for those who don't want, or won't use, the recycling scheme and accept that not everyone will be 100% behind what you're trying to do. Don't try to force the idea too much; you're very likely to find that some people just don't want to be involved, no matter how much you nag.

Instead, focus on those who are interested and involve them in the decision-making process as much as possible. You'll probably find that 80% of the people you work with are behind the idea, and this figure will increase the more you simplify the whole procedure.

We've compiled our own step-by-step guide to office recycling to give you some help and advice on making your workplace that little bit greener.

#### 1) What are you going to collect?

Although this may seem like an obvious question, setting the boundaries of what you will and won't collect is a very important aspect of your scheme.

Here are some of the items you may want to consider:

- Paper (discarded print-outs, newspaper, magazine etc).
- Drinks cans.
- Plastic bottles.
- Glass bottles.
- Drink cartons.
- Cardboard.
- Printer Cartridges.

You may want to start with the basics and build up from there. Have a look in bins and see which items are most commonly thrown away. You'll probably find paper, plastic and cans to be a good starting point.

#### 2) What will you put it in?



Talk to Spotless (or your existing waste supplier) about buying some cardboard recycling bins to place around the office. Don't try to use existing bins as this will very quickly lead to confusion and a huge jumble of items.



These hexagonal bins cost £10.00 + VAT each from Spotless.

The bins can be clearly marked for paper, plastic, aluminum or glass. We can provide a set of posters for you to use to help people know what they can and can't place in each bin. After a little trial and error we also found the need to stick this information on the lid of the bin (if possible) to make sure people can clearly see what the bin is for.

### 3) How will I actually save money?

If you have weekly or twice weekly curbside collection, your cleaners can ensure that all recyclable waste is placed in sacks specifically for recycling, while all other office waste is placed in normal sacks for landfill.

The sacks for recyclable waste are 85p each, while waste sacks for normal waste going to landfill cost £1.50 each. The more you recycle, the more you save.

Remember, the difference comes from the avoidance of Landfill Tax, which is increasing at 40% per annum.

The other key thing is to ensure every sack is well filled, and that you are not putting out under-filled sacks and losing money in the unfilled space. **We advise you communicate this clearly with your cleaners.**

If your waste goes into 240ltr bins, 660 ltr bins or 1100 ltr Eurobins, the same pricing applies - the collection fee for recyclable waste is considerably less, and will therefore avoid the Landfill Tax element.

For more information, or for a waste management quotation, please email us at [customerservice@spotlessclean.co.uk](mailto:customerservice@spotlessclean.co.uk)



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