



MCPS Recycling Infrastructure Checklist

Before school begins, take an inventory to make sure that you have the recycling bins, lids, labels, and posters that you need.

HALLWAYS should have centralized recycling stations that include Slim Jim® bins with color-coded lids and labels for recycling paper, commingled items, and trash. Hang conservation posters on the walls for added emphasis.

Each of your **CLASSROOMS** should have one Slim Jim® bin in the room and a deskside bin at each teacher workstation. Classroom recycling bins are for paper only. Don't forget to add the "paper only" label to each recycling bin.

CAFETERIAS need to have a minimum of two recycling stations that include bins for paper, commingled items, and trash. Brute® cans are the perfect choice for cafeteria recycling.

GYMNASIUMS, MULTIPURPOSE ROOMS and other high-traffic areas should have centralized recycling stations located outside the entrance doors for use by students, staff, and the community to use at all times.

STAFF WORK AREAS and **LOUNGES** need to have one complete centralized recycling station. Remember to put a paper recycling bin near copiers, printers, and fax machines!

OFFICES should have deskside recycling bins at each workstation. These small bins are for recycling paper only.