

Guidelines for Porter and Cleaning staff

Clear Plastic Bags

Clear re-usable plastic bags should be used for recyclable waste. These make it easy to spot and remove non-recyclable waste. These bags are available for purchase from Bay Sales. There are two sizes:

26 x 44 Clear plastic sack for use in the white cardboard recycling bins in all rooms.

38 x 42 Clear plastic sack for use in the grey plastic recycling bins in student canteen and entrance hall.

Black Plastic Bags

Black plastic bags should only be used for general daily rubbish. They should not be used in recycling bins.

Recycling Bins

Recycling bins are located in all rooms, offices and canteen areas. Each bin should have a clear plastic bag that the cleaners or porters will empty and bring to the front door of the college. From here the bags are emptied into the green bin and returned for re-use. The bags are reusable.

Recycling bins are also in common areas such as the front hall and Student Recreation Room. They can take cans, paper, plastic bottles and tetra-paks.

Recycling Area

A recycling area should be identified in each campus for temporary storage of recyclable electronic equipment, computers etc.

Computers

Computers should be re-used and re-distributed throughout the college whenever possible. When this is no longer possible computers need to have their hard drives wiped. This should take place BEFORE computers are removed from their existing room. At this point a request can be made for them to be recycled.

Light Bulbs

When gone, light bulbs should be stored and held for collection by our supplier who will recycle the light bulbs appropriately. Light bulbs should not be disposed of in skips.

Garden Waste

Grass should be cut regularly and kept low so that there is no need to rake and dispose of grass cuttings.

Skips

Skips should only be used for clear out of waste that cannot be dealt with either through recycling or the silver bins e.g. builders' rubble, furniture etc.

GUIDELINES FOR CATERING STAFF

Recycling

Catering Staff should recycle as much waste as possible. They should also support the college in its efforts to promote awareness of and encourage recycling amongst staff, students and visitors.

All paper, plastic bottles, tetra-paks, cans and cardboard should be recycled.

The grey recycling bins in the canteen can take cans, paper, plastic bottles and tetra-paks.

Clear Plastic Bags

Clear re-usable plastic bags should be used for recyclable waste. These make it easy to spot and remove non-recyclable waste

38 x 42 Clear plastic sacks:

These bags should be re-used as much as possible and when full, should be emptied into the Euro Green Bins at the Front Door by the canteen staff.

Black Plastic Bags

Black plastic bags should only be used for non-recyclable rubbish. They should not be used in recycling bins.

Catering staff will supply their own black bags.

Cups, Plates and Cutlery

Re-usable and washable cups, plates and cutlery should be used. The use of paper or polystyrene cups, plastic knives and forks should be avoided.

GUIDELINES FOR COURSE CO-ORDINATORS

Awareness

Make yourself and your students aware of the college's green policies, procedures and activities. This can easily be done by assigning some time to green issues in orientation at the start of the year.

Encouragement

Encourage your students to become members of the college green committee. Encourage them to become involved in green events such as the campus clean ups and Green Day.

Example

Lead by example. Take part in the campus clean ups yourself and remind your students of the green events and activities that take place throughout the year.

GUIDELINES FOR STUDENTS, TUTORS AND VISITORS

Awareness

Make yourself aware of the college's green policies, procedures and activities.

Responsibility

Take responsibility for your own recycling and litter. Use the recycling facilities available in the college.

Recycle your plastic bottles, cans, tetra-paks and paper.

Please make sure that cans and bottles are empty before you put them in the recycling bins.

Guidelines on Recycling Procedures