

## **Recycling and rubbish in College**

- Please flatten all cardboard boxes. When cardboard boxes full of rubbish are disposed of, please empty the contents into the rubbish container and then flatten the boxes before putting them in the rubbish container.
- Please put all paper in the recycling bin in Chimney Court or Foundress Court.
- Please put all cans/metal lids/bottle tops in the can recycling bin in Chimney Court.
- Please put all glass in the recycling bins in Chimney Court.
- Please put plastic bottles only (e g water, shampoo, bleach, etc) minus their tops in the plastics recycling bin in Chimney Court.
- Where practicable, please ask suppliers who deliver goods in wood, plastic or polystyrene containers to take the containers away when they next deliver.
- All bins in Chimney Court are cleaned on a Monday morning. The bin area gate will be locked until the bins have been emptied and cleaned. Please put rubbish the College side of the gate if it is locked. Housekeeping staff will then deal with the rubbish.

### **Location of recycling facilities**

- **Paper:** Chimney Court and Foundress Court
- **Cans:** Chimney Court
- **Glass:** Chimney Court
- **Plastic bottles:** Chimney Court

### **Location of general rubbish bins**

- Dustbin area near H staircase
- Dustbin area in Chimney Court
- Dustbin area in S archway
- Dustbin area next to Butler Gate
- Dustbin area in Foundress Court

If bins are full in the first area you try, please go to another. The refuse collectors have told us they will not empty rubbish containers which are overflowing. Their regulations stipulate that they are not to empty containers whose lid cannot be closed. They will not remove rubbish left outside the containers.

Many thanks in advance for your co-operation.

Caroline Adams

Housekeeping and Accommodation Manager