

## Office clearout guide

All of the materials listed below can be reused or recycled using the disposal route(s) stated. Please see <http://www.nottingham.ac.uk/estate/environment/recyclingmap.html> for locations of bring sites and on-street recycling bins.

Material	Disposal route
Books	Contact READ, a student-run book reuse project: <a href="mailto:nottingham@readbookproject.org.uk">nottingham@readbookproject.org.uk</a>
Cans	Internal mixed recycling bins, on-street bins or bring sites
Cardboard	Internal mixed recycling bins, on-street bins or bring sites
CDs / DVDs	Post to: Poly C Reclaimers, CD & DVD Recycling Program, 47 Stanley Road, Manchester, M7 4FR
Clothes and shoes	Bring sites
Electrical appliances (excluding IT equipment)	In most cases, you can return old electrical and electronic equipment free of charge by using suppliers' or manufacturers' take-back schemes.  If this is not possible, complete a works request to arrange collection of University equipment. Please specify the approximate quantity. <a href="http://estatesoffice.nottingham.ac.uk/helpdesk">http://estatesoffice.nottingham.ac.uk/helpdesk</a>
Furniture	Complete a works request to arrange collection of spare University furniture. Please specify the approximate quantity and type of furniture. <a href="http://estatesoffice.nottingham.ac.uk/helpdesk">http://estatesoffice.nottingham.ac.uk/helpdesk</a>
Glass bottles	Bring sites or glass bins at Derby Hall, Nightingale Hall and Sherwood Hall
Ink/toner cartridges	For University ink/toner cartridges from printers (not photocopiers), send to the Post Room at King's Meadow.
IT equipment	Contact your department's PC Disposal Coordinator to arrange collection
Mobile phones	For University mobile phones, return phone to Telephone Services in Law and Social Sciences Building, University Park.  For personal mobile phones, collect a freepost Envirofone envelope from: <ul style="list-style-type: none"> <li>• Halls of residence reception desks or Hall managers' offices</li> <li>• Students' Union reception in Portland building</li> <li>• Main Building reception at Sutton Bonington</li> <li>• Djanogly Learning Resource Centre at Jubilee</li> <li>• King's Meadow reception</li> </ul>
Paper	Internal paper recycling bins, internal mixed recycling bins, on-street bins or bring sites  For details of the University's records management policy and retention schedules, see <a href="http://www.nottingham.ac.uk/freedom-of-information/Records%20Management.phtml">http://www.nottingham.ac.uk/freedom-of-information/Records%20Management.phtml</a>
Plastic bottles	Internal mixed recycling bins, on-street bins or bring sites

If you have any items that are not listed, please email [sustainability@nottingham.ac.uk](mailto:sustainability@nottingham.ac.uk) for guidance.