



Cambridge Public Schools Recycling Checklist

for custodians and school recycling leaders

Thank you for your continued efforts!

	Each trash can has a labeled recycling bin or toter next to it.	Every toter has single stream recycling labels and "no trash / no plastic bags" sticker.	Recycling poster or flyer is posted, ideally above each toter.	Each copier and printer has a labeled recycling bin and a trash can next to it.	Additional:
Lobby					<input type="checkbox"/> DPW recycling flyers and brochures, including translated versions, are in an information rack, if possible.
Hallways					
Classrooms					
Offices					
Library					
Computer Lab					
Teacher Lounge					
Kitchen					<input type="checkbox"/> Toters are available for clean bottles, cans and paper.
Events					<input type="checkbox"/> Participants are reminded to recycle through announcements and signs.

In the Lunchroom

- Each trash barrel has a frame for collecting Styrofoam next to it.
- Clear plastic bags are used to collect the Styrofoam (get bags from Food Services).
- A sign is posted about what happens to the Styrofoam.
- Styrofoam signs are on the frames.
- A bucket is next to each trash can for pouring out liquids.

In the Custodial Office / Supply Room

- The "Recycle How-to" flyer is posted.
- There is a supply of self-reporting worksheets.
- Collection for mercury items (fluorescent bulbs, thermostats, thermometers) is set up and labeled.
- There is a bucket for non-alkaline batteries (ex. rechargeable, lithium, button, etc.).
- There is a sign identifying what qualifies as "Universal Waste."
- There is a collection location(s) for printer cartridges, to be picked up by DPW or for raising money for arts & crafts and school supplies through Jim Cusack, 617-784-0164. Or, cartridges can be returned to New England Office Supply or mailed to the manufacturer.

Raising Awareness of the 3 R's (Reduce, Reuse, Recycle)

- Reminders are included in morning announcements.
- Info and reminders are included in the school newspaper, newsletter.
- Info is distributed to all staff. Each teacher reviews what can be recycled and ways to reduce and reuse with their class.
- Extras for Creative Learning (www.exclrecycles.org) and their reusable supplies are promoted to teachers.
- There is a collection location for reusable items generated by teachers/staff.
- Copies of the Recycling and Trash Guide are available at the main office in English, Chinese, Spanish, Portuguese, Haitian Creole, Amharic (Ethiopian).
- There is a reminder to "reduce and reuse paper" by printers and copiers.
- There is a collection for scrap paper in classrooms and by printers and copiers.

In June

- Teachers and staff are reminded of what should not go in curbside recycling (like binders, CD's, DVD's, plastic wrap) and where to place reusable items and items that need special handling.
- DPW Recycling Program Manager is contacted for additional totes for clean outs, additional pick-ups, and scheduling removal of special items (metal desks, metal cabinets, appliances).



Questions?

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