

Kirtland Community College *Recycling*

Guidelines



- Separate your trash as Regular or Recycle



- Shred is **Red!**

*Paper items may be placed with newspaper in your recycling bin.
Acceptable items include:*

CARDBOARD/BOXBOARD

All boxes must be torn down and flattened before placed into the recycle dumpster.

Just slide it thru the slot on the dumpster or open the lid - whichever applies.

Custodians will remove your boxes for you and put them in the recycle dumpster if you set them out. Those of you that handle boxes regularly should break boxes down and take to the dumpster yourself, or call X263 for this service.



Mixed Office Paper/ Junk Mail



- White office paper
- Colored paper
- computer paper
- notebook paper
- junk mail, envelopes (windows ok)
- manila folders
- yellow pad paper
- NCR or carbonless forms
- sticky notes
- And paperback books

NEWSPAPERS

Newspapers and glossy inserts accepted.

No need to separate.



MAGAZINES

Magazines and catalogs accepted. Phone books can be placed loose in your bin.

No hard covers please!

