

Office De-clutter and Moving Guide

This guide has been created to help you recycle and reuse as much of your office waste as possible whether you're spring cleaning or moving office. We have designed this guide to make de-cluttering as hassle free as possible. We have broken the process down into manageable 10-30 minute chunks which can be carried out independently of each.

Top tip!

Start now... but start small!!! Putting off the task is the number one obstacle to a more organised office! Follow the advice below and get started!

Action 1: Paper Products (30 mins)

When doing large clear outs please remove paper from folders and/or bindings .

Any records and documentation containing restricted or confidential information must either be shredded and added to the white paper bins or can be disposed of in a confidential waste bin/bag and held securely until collected by Estates. Please raise an [Estates Help Desk](#) job to request a confidential waste bag and tag and then again to have the material removed as confidential waste. Please refer to the staff intranet for guidance on confidential material:



[Information Handling guidelines](#)

[Information Classification help chart](#)

Disposal of records and documentation that does not contain personal information, or any other restricted or confidential information can either be put in the square Perry's paper recycling bins (White paper only) or the green lidded recycling bins; all other paper and cardboard materials can go into the green-lidded mixed recycling bins; including books, catalogues and directories. Staples and laminated paper are OK.

Action 2: Batteries (10 mins)

Used batteries often lurk in the backs of draws or on shelves, make sure you recycle them. Batteries contain some of the most toxic chemicals in the workplace, if sent to landfill these will eventually leak into the environment causing serious contamination.

Battery recycling boxes can be found on both Campuses at the following locations:

- Students' Union shop in Poole House
- Poole house reception
- Weymouth house (WG10 counter)
- Library by the printers
- Student Centre by SUBU reception

- Students' Union Shop in Bournemouth House

Alternatively batteries can be sent in the internal mail to: Facilities Assistants Office at Poole House on the Talbot Campus or Bournemouth House on the Lansdowne Campus. Please send Lithium batteries separately to the Facilities Assistants Office.

Action 3: Stationery (15 mins)

Do you need two staplers? Please return any surplus stationery items to your office stationery cupboard or resources store for someone else to use. Alternatively, arrange a stationery amnesty to encourage colleagues to collect these resources over a specified time period. These items can either be stored for reuse or you could advertise them to others to collect. Green Rewards points are available for reuse.

Action 4: Electrical Items (10-20 mins)

It is now an offence to put any electrical items into the general waste stream. Anything from a calculator up to an incubator must be disposed of properly as they contain hazardous materials. Please contact the [Estates Help Desk](#) to arrange for waste electrical items to be picked up and disposed of into our WEEE waste container.

Action 5: Lever Arch Files (10 mins)

When you are clearing large amounts of paper from your office you will inevitably produce a lot of lever arch files and binders. We can reuse most of these by redistributing within the staff and student population. Why not advertise any surplus files for reuse on Personal Items or return them to your stationery cupboard?



Action 6: Books (10-30 mins)

We can reuse the literature if it is still relevant or we can recycle it if not.

Please consider if the books around your office can bring more benefit by being passed onto someone else. Any which are out dated or no longer of use can be recycled in the green-lidded mixed recycling bins. Please be aware that a mixed recycling bin full of books will be very heavy for our cleaning staff to empty. If you have a large amount of books to be cleared please put a request on the [Estates Help Desk](#), but why not try advertising them on Personal Items first?

Action 7: Packaging and Polystyrene (10 mins)

Cardboard and polystyrene packaging can quickly build up in an office. At BU you can recycle cardboard and small polystyrene items in the green-lidded mixed recycling bins.

Large polystyrene packaging will sadly have to be burnt with energy recovery.

Action 8: Furniture (10 mins)

Can someone else use your surplus furniture? Excess furniture can be picked up by logging a request on the [Estates Help Desk](#) and if it is in good condition we can reuse it.

Action 9: Plastics (10-30 mins)

All plastics, even laminated paper, can be recycled in the green-lidded recycling bins.

Happy de-cluttering!

If you have any recycling queries please email sustainability@bournemouth.ac.uk