

University Clear Outs



To ensure Queen's are making every effort to reduce the amount of waste sent to landfill, Estates have created this 'University Clear Out Guide'.

Key Points:

- It is a School/Directorate responsibility to ensure that all areas are left clear and safe.
- Please contact the Environmental Team on 028 9097 5005 with any enquires. If needed, a walk through with a member of the Environmental Team can be organized at the earliest opportunity.
- Reuse of items should be considered in the first instance; place on Warpit or if you are unsure, contact the Environmental Team who will advise if the items are reusable.
- Refer to the table below for specific waste types.
- Waste types marked with an * may be subject to a charge.
- If it is recommended that items needs to be placed on Planon, this can be completed by your School/Directorate Building Liaison Officer (BLO).

Why should staff follow this guide?

Queen's University aims to be a world leader in environmental and sustainable activities, by encouraging and supporting environmental behaviour change amongst. An important element of this is reducing the amount of waste Queen's sends to landfill, by recycling or reusing.

Further, by following this guide, Schools and Directorates can potentially save money! During clear outs, any furniture which is not removed via Warpit or picked up by charities, will be sent to landfill and the department will be charged.

So what are the benefits?

- More waste sent to be recycled or reused and less is sent to landfill
- Increase environmental awareness throughout the University
- The School or Directorate can potentially save money
- Offices that adopt this system demonstrate leadership by supporting cultural change that fosters a more sustainable environment

Contacts

Assistant Estates Manager, Nicola Keown (Nicola.keown@qub.ac.uk)

Environmental Team (carbonmanagement@qub.ac.uk)

Waste Type	How	Collection
Paper and Cardboard	Request clear recycling bags from Planon or the Cleaning Supervisor. Do not overfill bags; must be easy to lift.	Small quantities of material: remove waste to external recycling bins (if unsure of location discuss with Cleaning Supervisor)
Plastic Bottles	Paper and cardboard/plastic/metal must be kept separate and not placed in one bag.	Large quantities of material: Place on Planon*
Metal		
Books	Undamaged Books: Can be reused via 'Better World Books'. Please note journals/magazines can't be reused.	Request Better World empty boxes via Planon. Once packed put number and location on Planon for delivery.
	Books for Recycling: See 'Paper and Cardboard'.	Books for Recycling: see 'Paper and Cardboard' above.
Glass	Clean and dispose of in the designated glass caddy in kitchen areas.	Dispose of in the external glass recycling bins. For locations please see Queen's Sustainability Website.
Confidential Waste	Request confidential waste bags from the Porter's Office (028 9097 3068) to request the delivery of waste paper recycling sacks and cable ties to your area.	For small quantities of confidential waste: Paper recycling sacks are collected as part of a weekly collection. Where a School/ Directorate have sacks ready for collection, and are not on the permanent schedule, the School/ Directorate Building Liaison Officer (BLO) should contact the Porter's Office (028 9097 3068) before lunch time on Tuesday to be added to the collection schedule.
		For large quantities of confidential waste: Place on

		Planon*.
Stationary	If stationary is in good condition you can place it on Warpit.	If claimed on Warpit, the person who has claimed the object will organize delivery.
Print Cartridges	Redundant/unused: place it on Warpit.	If claimed on Warpit, the person who has claimed the object will organize delivery.
	Used: Xerox Tonners/Cartridges are recycled via the Xerox website. To recycle these tonners please print a return label from Xerox website, and place in the post.	Package tonners/cartridges in old tonner boxes, and place in the post after attaching return label to it.
Waste Electrical and Electrical Equipment (WEEE)	If the objects are suitable for internal reuse place it on Warpit.	If claimed on Warpit, the person who has claimed the object will organize delivery.
	If they are not suitable for reuse please log the relevant information on Planon.	Place on Planon*
Batteries	AA and AAA batteries can be recycled within Queen's.	Dispose of batteries in internal battery towers. For locations please see Queen's Sustainability Website.
Furniture	Determine what furniture is no longer required. Place on Warpit at least two weeks before the furniture needs to be removed.	If claimed on Warpit, the person who has claimed the object will organize delivery.
	If unclaimed place furniture on Planon.	Place on Planon*
Wood	Set aside in an accessible pile.	Place on Planon*