

# **WSB Recycling Procedure**

## **There are 4 Recycling Stations**

- *2<sup>nd</sup> Floor* by the garden side stairwell
- *1<sup>st</sup> Floor* by the elevator shaft
- *Lower Level* by the elevator shaft

## **Whole School Responsibility**

- *Each teacher are responsible to have their students empty their room's small recycling bin into the nearest large bin located in the 3 stations.*
- *All faculty is to take care of their personal space. If bins in the either teacher room are full they are to be emptied or exchanged for an empty one. (If need be, assistance is to be sought from Facility's personnel).*
- *All boxes are to be broken down before putting them into a bin.*

## **7<sup>th</sup> Grade Responsibility**

### **They will:**

- Take the full large bins from the 3 stations to the parking a garage.
- Take empty containers back to recycling stations.

### **They will NOT:**

- Empty bins into recycling dumpster.
- Go into individual class or office rooms to empty small bins.

## **Facilities Responsibility**

- To make certain there are empty large bins ready in the garage for 7<sup>th</sup> Grade students on Thursday morning.
- *Empty large bins into recycling dumpster every Wednesday.*
- Watch over bin in the 1<sup>st</sup> floor teachers' room.
- *In event of overflow, Facilities are to utilize our public service Friday morning recycling pick-up.*