

CLEVELAND CHIROPRACTIC COLLEGE

Kansas City

To: Kansas City Campus
Date: April 22, 2008
From: Frank Haney, Director of Facilities
Re: Recycling Program

The College is pleased to announce that it has instituted a new recycling program effective immediately. Please familiarize yourself with the guidelines below. We encourage all community members to make a conscious effort to take advantage of the recycling program and lessen our impact on the environment.

Recycling bins will be located in each department, in each student computer lab, in the health centers, in the dining hall, and other convenient locations throughout the campus. Please place all properly prepared recyclable items in the provided bins. The College's Maintenance Department will make regularly scheduled stops to each recycling bin.

RECYCLING GUIDELINES

Mixed Paper:

YES	NO
Newspaper	Trash
Catalogs	Books (hardback and paperback)
Ad Inserts	Gift Wrap
Magazines	Blueprints
Phone Books	Photographs and Carbon Paper
Corrugated Cartons*	Plastic Bags or String
Brochures	Paper Ream
Office Paper	Wrappers
Manila Folders	Shredded Paper
Junk Mail	Hanging File Folders
Carrier Stock(cardboard drink cartons)	Frozen Food Containers
Chipboard (cereal, shoe boxes, etc.)	Egg Cartons
	Paper Cups and Plates
	Pet Food, Kitty Litter, Fertilizer, or Charcoal Bags
	Dark or Fluorescent Paper
	Tissues or Paper Towels

***Please note that Corrugated cardboard MUST be flattened and reduced to a size not exceeding 2'X2'**

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Mixed Containers / Plastics

YES	NO
Aluminum Cans	Trash
#1 PET Plastic (soft drink bottles, water bottles, etc.)	Scrap Metals
#2 HDPE Plastic (milk jugs, detergent bottles, etc.)	Plastic Bags
	Vitamin or Prescription Bottles
	Motor Oil Bottles
	Film Canisters
	Yogurt or Margarine Tubs
	#3 - #7 Plastic Containers
	6-Pack Holders
	Automotive Product Bottles
	Glass

- *Please empty & rinse all containers
- *Labels are okay
- *Flatten large plastic bottles

Please direct all questions regarding the recycling program to Frank Haney, Director of Facilities. Frank can be reached at x1786.