

National Clean Off Your Desk Day: Tuesday, January 12, 2016

Take a look at your desk. Is it covered with:

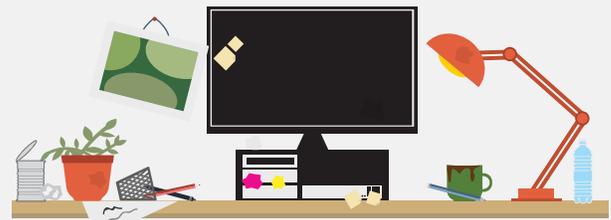
- piles of paper,
- unopened envelopes, and
- half-empty soda cans?

If so, the Office of Recycling encourages you to follow these helpful tips, which will not only organize your desk but boost recycling efforts!

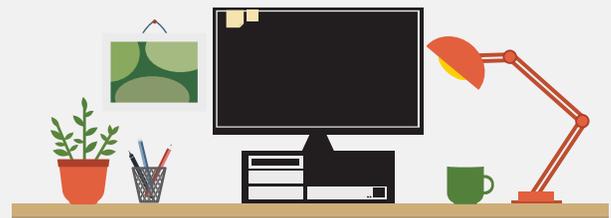


1. Remove any nonwork-related items from your desk. Determine if those items are recyclable.
2. Grab a recycling bin, paper bag, even a box, and begin placing your recycling items inside.
3. Set up a physical filing system for important documents, active documents and archived documents.
4. Place your recycling items out on your designated collection day.

BEFORE



AFTER



To learn more about recycling in your workplace, please call the Office of Recycling at 410-396-4511.