

# OFFICE CLEAN-OUT

## RECYCLE

Request a 50 gallon Recycling container today at  
859.257.6234 or  
[recycling@uky.edu](mailto:recycling@uky.edu)

- White paper
- Colored paper
- Magazines/catalogs
- Newspapers/journals
- Fliers/brochures
- File folders
- Posters
- Junk mail
- Envelopes
- Cardstock paper
- Index cards
- Post it notes
- Course packs
- Aluminum cans
- Plastic bottles & jugs
- Cardboard boxes
- Cardboard tubes
- Tissue boxes
- Glass bottles
- Stapled paper

## Do NOT Recycle:

- Disposable cups (plastic, paper, and styrofoam)
- Plastic film packaging material
- Food or liquids
- Plastic containers, trays, or bags
- All other plastic material

\*Put these items in landfill container

## Separate Containers for Recycling:

- Hardbound books
- Spiral bound reports
- 3-ring binders
- Confidential paper
- CDs, DVDs, VHS, & other media
- Styrofoam coolers and packing material

Ask us for a separate container!



## SURPLUS

For more info, email  
[surplus@uky.edu](mailto:surplus@uky.edu)

### \*All UK property must be surplused\*

#### All Electronics

- Computers (working & non-working)
- Parts & cords
- Monitors
- Chargers

#### Small Appliances

- Coffee makers
- Microwaves
- Mini-fridges
- Other electronics

#### Office Furniture

- Desks
- Tables
- Chairs
- Shelves