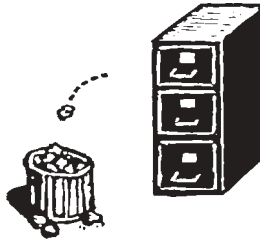


Clean Out Your Files Day!

Are your files bulging with paper? Do you have used office furniture and computers to get rid of? What about those excess building supplies from a recent remodel? Do you also have stacks of used CD's and videos you would like to recycle? Why not gain some extra office space and help our environment at the same time? Organize a Clean Out Your Files Day in your office!

Clean Out Your Files Day is a great way to...

- promote (or even kick off!) an office recycling program
- show your employees and the community that our environment matters to your business



Simple Steps to Clean Out Your Files and Help the Environment:

1. Get upper level management support

- Strong support will encourage employee participation.
- Show this support in newsletters, memos and e-mail messages (see "Get co-workers involved" below).

2. Contact your recycling hauler to make arrangements for the event

- Be sure your recycler will provide extra collection bins for additional paper collected and see if you can reserve a truck for larger furniture items to be donated that day.
- Confirm the types of materials that will be accepted for recycling during the event.
- For confidential files contact a recycling company with shredding services or ask your hauler to provide a letter of destruction.

3. Get co-workers involved

- Notify co-workers of the event through newsletter articles, memos (preferably via e-mail), and flyers.
- Designate Clean Out Your Files Day as an employee "dress down" day.
- Celebrate—have fun—do something good for your workplace and the environment.
- Make a contest by creating a challenge between departments.
- Provide incentives for participation. Consider give-aways or a drawing for prizes ("environmentally sensitive" prizes are great—consider reusable mugs or cloth grocery bags).

4. Clean Out Your Files Day

- Post a sign over central containers illustrating the number of trees saved each time the container is filled (one tree for every 120 pounds of paper).
- Take photos of participants for the organization's newsletter.
- Offer refreshments or snacks.
- Donate the proceeds from the sale of your recyclable materials to Bridging The Gap.

5. Reduce, Reuse, Recycle

- Save paper clips, file folders, binder clips for reuse.
- Use old letterhead and scrap paper for memos, rough drafts, etc.
- Don't forget that toner cartridges, corrugated cardboard, batteries, computers and office furniture can be donated or recycled throughout the metropolitan area. For information see the back panel of this brochure or visit www.bridgingthegap.org.

6. Need Help? Call Choose Environmental Excellence at 816-561-1087 or email choose@bridgingthegap.org to:

- Sign-up to participate in the metro-wide event.
- Learn how to start a new office recycling program.

7. Schedule an annual Clean Out Your Files Day

- Plan a Clean Out Your Files Day every year to help the environment year-round!

Drop-Off Recycling Centers:

Visit www.bridgingthegap.org to find the closest Community Recycling Center and learn the wide variety of items accepted. Visit www.marc.org/environment/dropoffs.htm to find additional recycling center locations.

Paper Recycling Companies:

Abitibi – Donna Utter, 913-722-9022

Batliner – 816-483-3343

BFI – 913-281-4343

C&H Recycling – 816-224-2060

Deffenbaugh – Delores Walton, 913-441-9660

Paper Stock Dealers – 816-842-6963

Smurfit – 913-236-8000

Hazardous Waste Collection:

Items include: paint and related products (thinners, coatings, sealants, etc.), lawn and garden products, automotive fluids and cleaners. Permitted commercial hazardous waste management providers:

Clean Harbors Env. Services Inc. – 816-421-5840

H.T.R. Inc. (fluorescent lamps) – 888-537-4874

Heritage Env. Services Inc. – 816-453-4321

Philip Services Corp. – 816-474-1391

Rechargeable Battery Recycling Corporation

Virginia: 540-720-3668 or Florida: 352-376-6693

Safety-Kleen Systems, Inc. – 816-221-6826

Waste Express – 816-924-5884

Other Collection Services:

Educational Textbook Services, 800-473-2442, educational.micronpcweb.com

Items accepted: bound books

Habitat ReStore, 816-231-6889,

www.restorekc.org

Items accepted: new and used building supplies

Warehouse1, 888-558-1830, www.wh1.com

Surplus Exchange, 816-472-0444,

www.surplusexchange.org

Items accepted: Office furniture, used computers

Corporate Asset Services, 816-737-8111,

Items accepted: computer, network and

banking equipment

Alternative Community Training (ACT) 800-

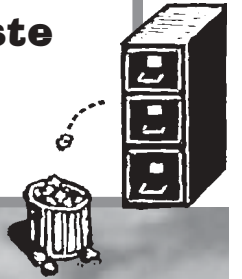
359-4607, www.actrecycling.org

Items accepted: video and audio tapes, DVDs, etc.



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How Can We Reduce Waste At The Office?



Clean Out Your Files Day



CEE FAQ*

Choose Environmental Excellence answers frequently asked questions