

Office Recycling Checklist

- ☐ **Location, Location, Location**
Audit bins, centralize recycling hubs, and include organic waste spots.
- ☐ **Empower your team**
Organise lunch and learn sessions, put up posters, and helpful tips in newsletters.
- ☐ **Clear Bin Signage**
Use icons and color-coded bins to simplify recycling and make it intuitive.
- ☐ **Communication is Key**
Appoint sustainability champions and make recycling a hot topic of discussion.
- ☐ **Trash to Treasure**
Donate old office items to charities. Consider staff swap days.
- ☐ **Cash for Printer Cartridges**
Brands like HP, Epson, and Canon offer incentives for recycling printer cartridges.
- ☐ **Set Recycling Goals**
Start with a waste audit, set goals, and motivate your team to achieve them.
- ☐ **Go Digital**
Upgrade waste tracking with Scrapp's digital tools for offices and events.
- ☐ **Make Recycling Rewarding**
Find ways to make correct recycling steps contribute to charity. [Start here.](#)
- ☐ **Make Recycling Fun!**
Introduce weekly challenges and contests to recognize waste-reducing efforts.
- ☐ **Celebrate Your Success**
Celebrate milestones using Scrapp's live waste analytics dashboard.

