

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.

