## Aims
This 10-point plan is designed to explain how Soft Services can help you with clearing out or moving on. It aims to highlight aspects that you will need to consider surrounding Recycling, Waste Clearance & Office Moves and presents these in an appropriate order to reduce costs and comply with legislation.

## Responsible Recycling
The College has a legal responsibility to pre-sort all waste and dispose of it ethically: reuse over recycling, recycling over incineration and incineration over landfill. It is vital that we recycle as much as possible diverting waste away from landfill, which is expensive and detrimental to the environment. Additionally, by rationalising the waste routes across the College we can obtain favourable rates and also ensure that our achievements are recorded and reported. Reuse and recycling has a significant impact in reducing CO2 emissions!

| 1 | Scrap metal | can be disposed of free of charge  
  | weekly collection (usually Thursday)  
  | Metal can be deposited at SAF loading bay or next to the cardboard baler in Ayrton Road  
  | Larger volumes can be collected from point-of-use by arrangement, contact Guy Foley (x47301) |
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| 2 | Paper & card | can be disposed of free of charge  
  | 3 Days notice required  
  | Blue recycling sacks (up to 5) can be provided by the FM Support Assistants  
  | For larger volumes, contact Guy Foley (x47301) to arrange a cart |
| 3 | Confidential waste | 240l wheelie bin - £23.50  
  | Confidential waste | 660l wheelie bin - £35.25 (maximum 1 week hire)  
  | 3 days notice required  
  | Place requests via the website: www.imperial.ac.uk/facilitiesmanagement/softservices/rechargedservices/confidentialwaste |
| 4 | WEEE (Waste Electrical and Electronic Equipment) | anything that operates with a plug, must be recycled under the EU directive  
  | ICT asset (or serial) numbers will be required so that the items can be removed from the asset register  
  | Register requests for disposal on the website: www.imperial.ac.uk/facilitiesmanagement/softservices/rechargedservices/weee  
  | Equipment from laboratories will require a decontamination certificate! |
| 5 | Furniture | can be reused or else recycled  
  | Log requests on the website or, for large volumes, please contact Guy Foley (x47301)  
  | Follow this link to recycle furniture: www.imperial.ac.uk/facilitiesmanagement/softservices/rechargedservices/furniture |
Clinical waste items from cold storage should be placed in carts at an appropriate time to coincide with collections.

For larger volumes than the usual weekly/daily amount, contact Maria Ramil (x50554) to arrange an additional collection.

1 week’s notice required.

Hazardous/Chemical waste should be registered online via the FM Customer Services Centre:
www.imperial.ac.uk/facilitiesmanagement/helpdesk

Contact Roger Smith for further information (x50555).

48 hours notice required.

If the items will fit into a Eurocart, contact Guy Foley (x47301).

For larger volumes, special rates have been negotiated with AnyJunk 020 7819 9000.

Please arrange for invoices to be sent directly to your department and Waste Transfer Notes to recycling@imperial.ac.uk.

Imperial College account manager is David Randall 020 7819 9003.

Skips must be enclosed to adhere to the fire policy.

Chem Eng, Mech Eng and Civil Eng have designated locations for skips; all other locations will need prior permission giving 1 full working week’s notice to Julie Neville (x48896).

Invoices should be sent directly to the project and Waste Transfer Notes to recycling@imperial.ac.uk.

The rate for a 12 yard enclosed skip is £259 inc VAT and CC.

Contact Graham Watson to arrange (x48933).

Minor moves:

The Soft Services Support Team can assist with small moves within South Kensington Campus.

We are unable to offer a packing service; all items must be packed into crates (which can be supplied) and furniture must be free of items/equipment.

1 week’s notice required.

Larger moves can be arranged through a 3rd party.

Recycling bins should be left behind when an area is vacated.

Contact Guy Foley (x47301).