

Office Briefing: Clearouts and Major Moves

1. It is a School/Departmental responsibility to ensure that all areas are left clear and safe (i.e. uncontaminated) when they depart.
2. Contact [Waste](#) and [Furniture](#) Management to organise a walk around of the areas to be cleared at the earliest opportunity.
3. For clearance of any items which may require to be archived, or those which are of value, contact [Archives](#) or [Library & University Collections](#).
4. If possible, allocate dedicated areas/rooms to store one particular waste type (to be agreed in advance with the Cleaning Supervisor, and take into consideration access for removal and risk of fire hazard).
5. Reuse of items should be considered in the first instance. Contact [Waste](#) and [Furniture](#) Management.
6. Refer to the table below for specific waste types, or contact the [Waste](#) team for advice.
7. If an area is not cleared, Estates will employ a Contractor to clear the space and the charge will be passed on to the School/Department. It is the responsibility of the School/Department to ensure all items that are required to be retained are done so by this point and Estates will take no liability for any items disposed of.

Waste Type?	How?	Collection?
Paper and cardboard	Request clear recycling bags from the Waste team or Cleaning Supervisor.	Small quantities of material: arrange with Cleaning Supervisor and/or Servitor to move waste to external recycling bins. Large quantities of material: email the Waste team.
Plastic		
Metal	Do not overfill bags; must be easy to lift with one hand. Paper and cardboard/plastic/metal must be kept separate and not placed in one bag. Empty, decontaminate and remove/deface any hazard labels.	
Books	Books (undamaged): contact the Waste team to order boxes.	Books (undamaged): email the Waste team.
	Books for recycling: see 'Paper and cardboard' above.	Books for recycling: see 'Paper and cardboard' above.
Glass	Non-recyclable (e.g. laboratory ware, Pyrex and non-container glass i.e. flat glass, panes): clean, make safe to handle (if broken), bag, box, securely tape, mark 'Glass for Disposal' and place in black bags.	Non-recyclable: place in external general waste bin or email the Waste team.
	Recyclable: clean and dispose of in designated glass caddy in kitchen areas.	Recyclable (excess): email the Waste team.
Confidential waste*	Request confidential waste bags from the Waste team. Bag paper separately from data (tapes/DVDs/CDs/projector slides).	Email the Waste team with completed Uplift Request Form from website.
Stationary	Working: request uplift from the Waste team.	Working: arrange collection with the Waste team.
	Broken: place in general waste bin.	Broken: place in general waste bin.

Waste Type?	How?	Collection?
Printer cartridges	See information on Waste website .	See information on Waste website .
Waste Electrical and Electronic Equipment (WEEE)	Box cables, small electronic parts, small items of IT (keyboards, mice, etc); label individual parts of lab equipment; remove bulbs from lamps (raise a Work Order via EBIS for collection of bulbs); and empty, decontaminate and remove/deface any hazard labels.	See information on Waste website .
Batteries	Hazardous: Nickel Cadmium (Ni-Cd), Mercury (Hg) and Lead-Acid (Pb).	Hazardous: email completed inventory to the Waste team.
	Non-hazardous: see 'WEEE' above.	Non-hazardous: see 'WEEE' above.
Hazardous (any item with a hazardous label)*	List and inventory items. Store items safely.	Email completed inventory to the Waste team.
Telephones	Telephone Services' phones: collect separately from other WEEE.	Telephone Services' phones: contact Telephone Operations .
	Broken phones (bought by Department): see 'WEEE' above.	Broken phones (bought by Department): see 'WEEE' above.
Furniture	Empty and label furniture no longer wanted/required. Tape keys to inside of furniture.	See information on Furniture website .
Crockery	Broken: box together.	Broken: place in external general waste bin or email to Waste Office.
	Reusable: box together.	Reusable: email to the Waste team.
Wood	Set aside in an accessible pile.	Email the Waste team.

* Chargeable service.