

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES**



Recycling Supplies Available to Schools at No Cost

Item	Illustration	Description	Guidance
Standard classroom/office bin – paper only		7 gallon blue bin with recycling logo; label for paper	1 per classroom and office. Use in classrooms and offices to collect paper. Each classroom and office should have at least one recycling bin clearly labeled for paper placed next to the trash can.
Large office bin – paper only		23 gallon blue “slim jim” bin with recycling logo; label for paper	1 per area that generates large amounts of paper (e.g. front office, next to copiers, mail room, art room). Label for paper.
Recycling station – paper and glass/cans/plastic		(2) 23 gallon blue “slim jim” bin with recycling logo—lid and label for paper; lid and label for bottles/cans	1 recycling station per common area. A recycling station is a set of one slim jim bin for paper and one for bottles/cans, placed next to a trash can in a common area. Common areas are where people congregate such as teacher’s lounges, a large atrium or outside theaters. Fit bins with appropriate lids and labels. Every trashcan should be accompanied by recycling bins. Avoid placing trash cans and recycling bins in hallways.
Collection bin		32 gallon Brute style blue recycling bin	<p>Minimum 1 per kitchen. Use to collect plastic/aluminum/glass from your kitchen. This number depends on the function of your kitchen and what products are disposed of in it. Production kitchens generally require more bins.</p> <p style="text-align: center;">-AND-</p> <p>0 or more per cafeteria. Use to collect plastic/aluminum/glass in cafeteria. Number needed depends on size of cafeteria, whether or not a school has vending machines providing bottles/cans, and how many collection areas you want to have in cafeteria.</p> <p style="text-align: center;">-AND-</p> <p>Maximum 6 for school recycling collection purposes. Use to collect recyclables from bins in rooms around school and transport to dumpster. Number needed depends on size of school. Most schools will not need more than 3 for collection.</p>