

Recycling for Beginners: Office

Chat to management



It is essential to reach out to your building management or landlord to notify them of your recycling initiative. This is also a good way to find out if there's already a system or infrastructure in place that you can plug into.

Appoint a leader



Nominate the program's leader. They will spearhead the initiative, overseeing the set-up and maintenance of recycling stations, motivating employees to participate and co-ordinate with the building's manager for integration.

Survey your office



Conduct a waste survey in your office to identify common materials like PET plastic bottles and jars, Tetra Pak® cartons, glass, cans or cardboard. Consult with the building's manager to understand the current waste storage and collection points.

Evaluate space requirements



Determine a secured location within or near the office for storing recyclables. To optimise the space, explore storing methods like compressing plastic bottles, cans etc.

Get the office to participate



Build a sustainability-driven office culture. To support this strategically, place recycling bins in office areas with high waste accumulation. Invest in signage that encourages workers to separate recyclables from waste.

Educate staff



Conduct collection and recycling workshops to educate staff on various recyclable materials, effective sorting and separation skills and office recycling goals.

Collect common recyclables



Start by promoting the collection of recyclables. Consider expanding over time to include the collection of electronics and ink cartridges.

Dispose of recyclables



The most effective method of separating recyclables from waste is by purchasing separate general waste and recycling bins (you can sub-categorise these if there's enough space). Contact or partner with a waste management company for recyclable collection.

Track and reward progress



Monitor the collection and sorting of recyclable materials and explore incentives to motivate staff to continue collecting and sorting recyclables from general waste.