

Building Management Policies and Guidelines for Achieving *Zero Waste*

❖ **Make recycling and composting as easy as trash disposal.**

Wherever there is a trash receptacle, there are recycling and composting receptacles. Maintain and post clear rules for recycling, compost and trash.

❖ **Operate Thrifty Buildings**

In a well-run building, occupants recycle all papers, boxes, bottles and cans; custodians use up paper towels in the jumbo or wagon wheel dispensers; tradesmen recycle all waste from maintenance work; landscapers compost trimmings and incorporate food scrap composts into campus soils. Caterers are issued specific instructions for donating unserved food, as well as supplying compostable containers, plates, and utensils. Building accommodations make it easy for occupants to refill water bottles and wash their own mugs, cups and serviceware.

❖ **Form and Support a Local Green Team**

Engage the help of OFS and FMO Recycling Services to identify and support a local team of engaged occupants to help encourage behaviors necessary to achieve *Zero Waste*. These teams can also help conduct Waste Audits, organize Free Cycle and other sharing events for building occupants, build a positive community culture, save budgets and help the environment.

❖ **Audit and Report Results**

Plan and coordinate an annual Waste Audit to see how much of your building's trash stream could have been recycled, reused or composted. Publicize the results to all building occupants and make adjustments to building policies and procedures accordingly.

❖ **Engrain the goal of a *Zero-Waste campus***

Convey to all occupants that we need to get full value from all our materials which includes the need to refurbish, remanufacture, repair and reuse whenever possible. Publicize the goal (and progress reports) through building postings, new employee/student orientations, announcements at group meetings and gathering, contracts with vendors for goods and services. Regularly spotlight significant events, progress or other noteworthy achievements that support waste reduction efforts.

❖ **Train and Re-Train Occupants**

Since occupant populations at Harvard (students, staff and faculty) are continuously turning over. Refresh and keep pertinent the message of waste reduction, reuse and recycling as well as related building-specific protocols. Use the resources of the OFS and FMO Recycling Services to support these efforts.