

Clean-Out Cart Guidelines

Instructions and Protocol



Cal Zero Waste provides mixed paper clean-out carts to departments that are purging large amounts of mixed paper such as files, readers, junk mail, and magazines.

To request a mixed paper clean-out cart for your office, please call the Facilities Services customer service desk at (510) 642-1032 to initiate a work order.

ORDERING A CLEAN-OUT CART

Before placing a work order, please note the following:

- Clean-out carts are **only delivered on Fridays**.
- Clean-out carts can only be used for a **maximum of two weeks** from their delivery date due to a limited supply of carts.
- Clean-out carts **must** be delivered directly to the person who initiated the work order.
- Only up to **four** clean-out carts can be ordered at once due to limited supply and fire hazard risk.
- Cal Zero Waste is **NOT** responsible for **emptying, exchanging, or servicing** the clean-out carts throughout the two week period.



CLEAN-OUT CART PICKUP

After two weeks, Cal Zero Waste will schedule a time to pickup the clean-out cart(s):

- If the clean-out cart(s) reach capacity before their pickup date, the user may contact the Cal Zero Waste office at (510)-812-0127 to coordinate early removal.
- Due to a limited number of and high demand for clean-out carts, users **cannot** extend use of carts beyond two weeks.
- If more clean-out carts are needed, users must submit another work order request.



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USER AGREEMENT

After receiving the clean-out cart(s), it is the user's responsibility to ensure that the clean-out cart is not lost or contaminated.

- Do **NOT** leave clean-out carts unattended in hallways
- Do **NOT** allow clean-out carts to overflow.
- Do **NOT** loan out clean-out carts to other offices or departments.
- Do **NOT** place any confidential documents in clean-out carts. Please contact UC Berkeley Mail Services to receive the appropriate shredding bin.



WHAT GOES IN A CLEAN-OUT CART?

Clean-out carts **only accept mixed paper materials** like those depicted below:



Junk Mail



Newspaper



Cardboard



Scrap Paper



**Post-It
Notes**



Files

Please note: Staples, tape, and other adhesives do not need to be removed; cardboard **must** be flattened; and paper clips should be removed and reused.

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