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.
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.