



Recycling Made Easy: Tips for Working with Custodial/Janitorial Staff

Custodial staff are integral to recycling success.

Custodial/janitorial service companies and facilities maintenance staff are valuable partners in the success of recycling and waste diversion programs. With their help, involvement, and commitment to the recycling process, you can have a successful recycling program. This sheet contains tips on working with your janitorial service company to create a simple, easy to use recycling program that works for everyone.

Planning Your Recycling Program – Your Choice

City agencies should try to work with janitorial staff by ensuring that all employees are following recycling guidelines. A simply designed and convenient recycling program is likely to improve participation and work efficiently. Here are three possible collection options:

- 1 Have your janitorial service staff empty employee desk-side recycling bins and larger, centrally located recycling bins.
- 2 Have employees empty their own recycling bins into larger, centrally located recycling bins on their office floors (usually located near photocopiers or printers). Janitorial staff is only responsible for emptying these larger bins.
- 3 Set up desk-side bins as recycling only for janitors to empty. Have tenants take wet trash to central locations (usually kitchen areas).

Tips for Working with Custodial/Janitorial Staff

Whatever collection option you choose as the right fit for your facility, the following tips will also help you to work with your janitorial service staff to make any method work effectively.

- Make it easy for janitors to identify recycling bins by having bins all the same style or color-coded.
- Place labels on all recycling bins to clearly identify them. Include pictures of acceptable materials.
- Discuss with janitorial staff the best location for the larger bins to increase service efficiency.
- Post a floor plan map indicating central recycling areas and location of recycling bins in a convenient reference area for janitors.
- Ask janitorial staff to report when recyclables are improperly sorted or found in the garbage so building management can communicate problems and solutions with employees.
- Work with janitorial staff to ensure they have the equipment they need to service the program efficiently.
- Remind everyone to keep contaminants out of recycling. Janitors will not sort garbage.

REQUEST RECYCLING BIN LABELS: Email Waste.Audit@phila.gov to request recycling bin labels.

DOWNLOAD RECYCLING SIGNAGE: Visit the “Downloads” section at CleanPHL.org/WasteAudit.

RECYCLING SUPPORT: Contact the Recycling Office at 215-686-5444 or government.recycling@phila.gov.