

CHOOSE TO REUSE

Conserve resources by reusing instead of buying new, and donating instead of disposing. You can get rid of items you no longer need while helping others. Provide usable items to employees or donate to a nonprofit organization today and start reducing your waste.



1. CREATE AN OFFICE TRADING POST

Every office has excess office products, such as binders, envelopes, rubber bands, binder clips, file folders, paperclips, and pens. Allow employees to put their gently used items for reuse in an identified area. If these items are not taken within a specified time period, then donate the good condition items to community groups or schools.

Siebel Systems in San Mateo established office trading posts on each floor to hold used binders, folders, and other office staples.

2. USE THE BACKSIDE OF PAPER

Save that outdated letterhead and those unwanted copies in a box to reuse for incoming faxes or as scratch paper. If your printer has multiple trays, designate one tray as the “draft” drawer for printing on the backside of the paper.

3. DONATE OR EXCHANGE UNWANTED ITEMS USING THE WEB

Donate unwanted items still in good condition to schools, churches, hospitals, libraries, and community groups, while lowering disposal costs and helping divert waste from the landfill.

VIRTUAL DONATION SITES SERVING SAN MATEO COUNTY

COMMUNITY WISH LIST

www.CommunityWishList.org
Provides a way to donate items to local nonprofit organizations.

CRAIGSLIST

www.craigslist.org
A heavily used website which offers free online want ads throughout the Bay Area.

FREecycle

www.freecycle.org
Post items to donate and search for free items in your community. Membership is free, and everything posted must be free.

EXCESS ACCESS

www.excessaccess.com
An online donation center where donations or wishes are posted and automatically matched.

QUESTIONS?

Visit www.RecycleWorks.org
or call (888)-442-2666

