



To: CRCSD Building Staff

Date: December 8, 2017

Re: Garbage and Recycling Disposal

To Whom It May Concern:

In an effort to simplify practices and cut back on avoidable expenditures, please review the following information regarding the garbage and recycling disposal at District Facilities.

Please verify that your garbage and recycling has been disposed of on your scheduled day. If you have not received your service on your arranged day, please notify the Buildings & Grounds Department immediately. Before the Buildings & Grounds Department will request to have the disposal company make an additional trip to your facility, please ensure this is a valid request as return trips are subject to additional charges.

If you are scheduled for pick-up the following day, we will not be sending the disposal company unless approved through the Buildings & Grounds Department. Please see the [attachment](#) for your pick up schedule.

Co Mingle disposal concerns:

There has been some past issues concerning cardboard and the placement of boxes in dumpsters. Please take time to make sure cardboard is broken down prior to being placed in the receptacle. This action will help minimize the potential for additional pick up trips.

Please review the following link for information as to what items can be placed into the comingle dumpsters.

http://www.cr.k12.ia.us/assets/1/6/Co-mingled_Recycling.pdf

Do not hesitate to contact the Buildings & Grounds Department if you have any questions.