

# BPS DECLUTTER & “GREEN-OUT” GUIDE



# DECLUTTERING BENEFITS

- Decrease in pest incidents
- Decrease in asthma triggers such as dust
- Improved air quality
- Increase in available school space for academics, enrichment, and organized storage
- Improved access for daily custodial work
- Improved cleanliness and “look” of the school for school community and visitors

# SCHOOL DECLUTTERING: BEST PRACTICES

1. Promote decluttering at the beginning and end of the academic year, and periodically throughout the year.
2. Conduct a full school walk-through. Identify all cluttered areas. Identify all approved, shared storage spaces. Be sure to include mechanical and boiler rooms which cannot be used for storage.
3. Communicate what can be reused, recycled, donated, and landfilled, and label/organize the clutter for the appropriate removal process. See BPS Zero Waste Program Contacts for directions.
4. Address books, curriculum, and school records and archives first. Review all related policies and have a shredding plan, if applicable.
5. Schedule a Facilities review of all unwanted furniture. Separate e-waste and hazardous waste from all other waste. Create organized storage. Consider creating a school reuse station.
6. Identify a teachers' lounge and set-up appliances there, while removing personal appliances and extension cords throughout the building.
7. Schedule dates for clutter removal, including e-waste removal and dumpster services. Schedule a volunteer day to kick-off the effort and create momentum. Take before and after photos. Celebrate!

# ITEMS OF NOTE: DOCUMENTS & BOOKS

Please refer to the BPS, City, and State Retention Policies for questions regarding school records and student information. Do not shred or dispose of sensitive documents without first reviewing these policies.

Contact Katherine Walsh,  
[kwash4@bostonpublicschools.org](mailto:kwash4@bostonpublicschools.org),  
who can send you a Zip File with the  
three policies.

BPS district Academic Departments should always be contacted for all questions related to the reuse of books and curriculum.

# MATERIALS REUSE & RECYCLING

## BPS Zero Waste Program Contacts



### 1. Zero Waste Program and Education

- Contact Katherine Walsh, [kwalsh4@bostonpublicschools.org](mailto:kwalsh4@bostonpublicschools.org) or 617-635-9576, if you have questions about the BPS Zero Waste Program or need educational materials and support.

### 2. Recycling Equipment

If your school needs recycling equipment (boxes, carts, barrels, lids, wheels, or signage), please complete the Recycling Equipment Request form. BPS Warehouse staff will deliver the equipment.

- Get the form at <http://bostongreenschools.org/zero-waste>.

### 3. Single-stream Recycling

Most plastic, paper, and aluminum products can be recycled and picked up curbside by the Public Works Department. Learn more at <https://www.boston.gov/departments/public-works/recycling-boston>.

- Was your curb-side recycling not picked up? Call City of Boston 311 or report through the 311 App. PWD will be notified immediately of your missed pick-up. Indicate your school, your address, and the issue you had with a missed pick up.
- Contact Wallace Morant, [wmorant@bostonpublicschools.org](mailto:wmorant@bostonpublicschools.org) or 617-293-3905, if you have questions or concerns related to trash and recycling dumpsters.

### 4. Cardboard Recycling

All corrugated cardboard must be separated from the single-stream recycling, flattened, and stacked for pickup. Cardboard is regularly collected by BPS Recycling Staff, separately from PWD's curbside pick-up.

- Contact Conroy Oates, 617-828-0712, if your school needs an additional cardboard pickup or there were issues with the collection.

### 5. Reuse: Books, School and Art Materials, Sports Equipment, Clothing, etc.

- Contact the appropriate BPS academic department if your school has items such as books, school and art materials, sports equipment, etc. that can be reused, redistributed, or donated.
- Clothing and textiles can be placed in the Bay State Textiles Boxes, which can be found at multiple school locations. Learn more at <http://bostongreenschools.org/zero-waste>.

### 6. Furniture

All furniture waste must be reviewed by BPS Facilities Management for reuse, redistribution, or proper disposal.

- Contact Louise Donner, [ldonner@bostonpublicschools.org](mailto:ldonner@bostonpublicschools.org) or 617-212-6375, to schedule a furniture review.

### 7. Electronic (anything with a plug or cord) and Toner/Ink Cartridge Recycling

BPS OIIT manages the collection of old and recyclable IT equipment such as printers, monitors, computers, and TV's, and ink and toner cartridges.

- Complete Form 57 & submit to OIIT. OIIT will schedule a vendor to pick-up the items. Get the Form at <http://bostongreenschools.org/zero-waste>.

### 8. Universal Waste/Hazardous Waste

All hazardous waste and universal waste (lamps, batteries, mercury-containing devices, and pesticides) must be properly labeled and stored in the school's accumulation location.

- Contact Jeff Lane, [jlane@bostonpublicschools.org](mailto:jlane@bostonpublicschools.org) or 617-293-3898, to schedule a pick-up.

### 9. Metal Recycling

- Contact Wallace Morant, [wmorant@bostonpublicschools.org](mailto:wmorant@bostonpublicschools.org) or 617-293-3905, to recycle metal furniture or scrap items.

### 10. Yard Waste

- Prior to accumulating yard waste, Contact Mike DiAngelis, [mdiangelis2@bostonpublicschools.org](mailto:mdiangelis2@bostonpublicschools.org) or 617-293-3883 to schedule a pick-up. All schoolyard waste must be bagged in compostable brown bags or in plastic barrels. All branches need to be cut into small pieces and bundled.

# HOST A SCHOOL “GREEN OUT”

The end of the academic year is an exciting time for both students and teachers as they look forward to summer – but it can be hectic!

School materials are often sent to the landfill in the rush to clean-out classrooms, desks, and lockers.

**Coordinate a Green Out** to reuse and recycle those materials, and reduce the environmental impact of your school’s end of the year purge.

# YEAR-END “GREEN OUT” STEPS

1. Bring Together a Team – Get other teachers, students, administrators, parents, and custodial staff on-board with the Green Out.
2. Identify Your School’s Keep, Recycle, Donate, and Landfill Materials – Utilize the directions and contacts in this guide to determine what can be reused, recycled, donated, or landfilled. Label or organize these materials for their appropriate courses of action.
3. Organize Event Details – Create a plan of action for the Green Out. A basic event should include what materials you will focus on, when each section of the school will Green Out, where to place collection containers, and how the materials will be transported to where they need to end up. Utilize the decluttering best practices.
4. Educate – Promote your event with announcements, posters, and any necessary directions.
5. Green Out and Celebrate – Take photos of the Green Out, measure the amount materials that were saved from the landfill, and email BPS Healthy & Sustainable Schools about your success.