




BPS Zero Waste Equipment Order Form

Custodial staff (and the school Zero Waste Coordinator, if applicable) should complete this form to request additional equipment for the school’s single-stream recycling program. **Please follow the estimate guidelines.** Equipment order requests will be delivered by BPS warehouse drivers and may take 2 weeks to arrive.

School Name: _____

Your Name & Email or Phone #: _____

Item	Image	Description	Amount Needed
Recycling Box or Bin		7-gallon blue plastic bin to collect classroom and office recycling. 1 per classroom & office	
Recycling Barrel		32-gallon blue plastic barrel for hallways, offices, or cafeterias. Estimate: 1 blue barrel next to every grey trash barrel	
Recycling Cart		95-gallon blue flip-top cart with wheels to hold single-stream recycling & be rolled outside for curbside pick-up. Estimate: 1 or 2 per 50 students	

Send completed forms to Katherine Walsh,
kwash4@bostonpublicschools.org or text a photo to 617-794-6974.

THANK YOU for your support of BPS Zero Waste!