Recycling Station Guidelines:

Each floor of new construction or significant renovation projects shall provide dedicated space for recycling located for the convenience of the occupants. The Project Manager will coordinate with UVA Recycling to determine additional recycling space requirements suitable for the tenants and/or functions of the project.

The Project Manager or Construction Administration Manager shall coordinate with UVA Recycling on waste and recycling removal locations and construction recycling opportunities for all construction projects. The Project Manager or Construction Administration Manager shall forward documentation on diverted waste from all construction projects to UVA Recycling.

Recycling Stations for Transient Occupants:

Provide built-in recycling and trash stations at key locations in corridors/public spaces (i.e. outside of large classrooms/auditoriums) and at locations convenient to major entries and exits to the building. Built-in recycling and trash stations should be available on every occupied floor of the building.

- Provide four openings - one white paper recycling, one mixed paper recycling, one can/bottle recycling, one trash.
- Openings should be approximately 10” diameter with a stainless steel lip insert/trash chute, as shown in the detail below.
- Openings will be centered over trash receptacles which are 30” tall without lid, 12” wide and 20” deep.
- Top of counter height of built-in trash and recycling stations shall not exceed 38” above floor, and opening locations shall comply with ADA reach range requirements.
- Provide a backsplash (4” high minimum) as shown in the detail below.
- Provide two base cabinets to store the four trash receptacles, as shown in the detail below.
- If possible, provide an additional base cabinet (with adjustable shelf) to the left or right of the receptacles. This base cabinet can be narrower than the cabinets used for the trash receptacles, as shown in the detail below. No opening is required in the countertop for the spare cabinet.
- Signage will be provided by UVA.
RECYCLING CASEWORK SECTION - RECYCLING STATION

BACKSPLASH
COUNTER TOP
OPENING FOR TRASH INLET: 10" DIA. x 3" HIGH STAINLESS STEEL TRASH CHUTE TRASH RECEPTACLE
Recycling Stations for Full Time Occupants:

Provide space in all copy rooms and kitchenettes for the trash, and two recycling containers (recycling containers: 32" tall with lid, 12" wide and 20" deep) to be located side by side. Anywhere a trash receptacle is designated, provide a recycling receptacle as well.

On each floor provide a casework cabinet or a footprint for a standalone cabinet for the collection and storage of recyclable paper. On larger projects, one collection cabinet should be provided for each department or functional area on each floor. The collection cabinets are serviced with large wheeled carts. These carts will interrupt the flow of people, so the cabinets should be located out of hallways and circulation areas. Locations like copy rooms and break rooms are preferred.

- The recyclable paper boxes are 11” high, 9” wide and 15” deep and are constructed of cardboard. The building occupants leave the full recyclable paper boxes in the cabinets for UVA Recycling to pick up. The occupants swap their full boxes and take empty boxes found in the cabinet. Weekly, UVA Recycling comes by and empties the full boxes, leaving empty boxes. UVA Recycling will provide cardboard boxes for the recyclable paper.
- Provide casework or freestanding cabinets to hold at least 12 paper recycling boxes, with multiple equally spaced shelves (14” high). One large door is preferred to multiple smaller doors. Provide latching door hardware. Recycling cabinets shall be designated as “Recycling Cabinet” on the Architectural drawings.
- Recycling boxes can be quite heavy when full. Typical recycling cabinets have shelves from floor height to head height to accommodate a variety of users.
- It is expected that each full time building occupant will have two boxes (mixed & white paper) at his or her office. Because full time building occupants empty their boxes infrequently, the total recycling cabinet storage capacity should be less than two boxes per building occupant.
- If casework cabinets cannot be provided, designate a footprint for a UVA-provided standalone cabinet. The standalone cabinets are 72” high, 36” wide and 18” deep. The standalone cabinets have four equally spaced shelves. The footprint for the cabinet should be designated as “Recycling Cabinet: Owner Provided – Contractor Installed” in the Architectural drawings.

Signage will be provided by UVA.

Recycling Receptacles for Building Exteriors:

- Anywhere an exterior trash can is provided, provide a coordinating, equally sized recycling receptacle.
- All exterior waste/recycling receptacles should be indicated on Landscape and Civil drawings.
- All exterior waste/recycling receptacles should be included in the same specification division as other landscape furnishings. University standard receptacles will be provided by UVA Landscaping alongside other landscape furnishings, at the project’s expense.
- Signage will be provided by UVA.
Recycling Receptacles for Sensitive Documents:

Locked drop boxes are used for the storage and collection of sensitive recyclable material. If confidential or sensitive documents will be generated, please contact UVA Recycling to discuss options for locked drop boxes.