

Recycling Station Guidelines

Each floor of new construction or significant renovation projects shall provide dedicated space for recycling and waste located for the convenience of the occupants. The Project Manager will coordinate with [UVA Recycling](mailto:recycling@virginia.edu) (434-982-5050; recycling@virginia.edu) 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 recycling and waste 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.

For transient occupants, the designers shall provide planned recycling and waste 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. Planned recycling and trash stations shall be available on every occupied floor of the building.

For full time occupants, the designers shall provide planned recycling and waste stations in all copy rooms, kitchenettes, workrooms or other approved location.

Requirements:

- Provide an area which will accommodate three recycling/ trash receptacles - one for paper/cardboard, one for plastic/metal/glass, and one for trash. The receptacles are each 30 ½" high, 11 ¼" wide, and 19 ½" deep (See Figure 1 below). Allow an additional 2" on all sides for installation. Anywhere a trash receptacle is designated, provide the two recycling receptacles as well.
- The receptacles shall be installed in either of the orientations shown in Figure 2 or Figure 3 below.
- The receptacles shall be free standing, completely visible to the occupants, not behind cabinets, casework, or any other type of enclosure. It is acceptable to provide cabinets above the receptacles.
- On the construction documents, clearly indicate the size, quantity, location and orientation of all proposed receptacles.
- Receptacles with appropriate signage will be provided by UVA. Prior to construction, coordinate the exact quantity and locations with UVA.
- Each full time occupant will be provided with a cardboard box for mixed paper recyclables. The boxes are 11" high, 9" wide and 15" deep and will be emptied into the centrally located paper receptacle by the occupants.



Figure 1

Recycling Station Guidelines



Figure 2



Figure 3

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](mailto:recycling@virginia.edu) (434-982-5050; recycling@virginia.edu) to discuss options for locked drop boxes.