

# Going Green at Loyola: For Employees

## Recycling and Trash

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Loyola participates in a single stream recycling program. Since most office waste is recyclable, each office has an individual recycling bin and access to a common trash/landfill bin.

### Accepted Materials

- Mixed Paper (newspaper, corrugated cardboard, notebooks, scrap paper)
- Glass (bottles and jars)
- Plastics #1-7 (bottles, jugs, jars, tubs, binders, cups, take out containers)
- Metal (aluminum, aerosol cans, tin cans, tin foil)

### Materials Not Accepted

- Plastic bags and plastic films (plastic wrap)
- Paper towels and napkins
- Coffee cups
- Plastic utensils
- Chip bags and candy wrappers

Batteries, toner cartridges, chemicals, and electronic waste can be recycled through EHS, call x1120 or email [EHS@loyola.edu](mailto:EHS@loyola.edu) to schedule a pick up.

## Energy

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Loyola employees are encouraged to engage in energy saving behaviors such as, shutting off lights, computers, monitors, and printers at the end of each day, keeping windows closed tightly, wearing layers to stay comfortable, and adhering to temperature guidelines.

- Seasonal temperature set points for all campus buildings
  - Heating Season: 68-70
  - Cooling Season: 74-76

Space heaters are prohibited unless approved and distributed by Facilities Management

Heating and Cooling issues can be reported to Facilities Management [online](#) or by calling x2200

## More Green Office Tips

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- Consider using a reusable mug or cup instead of a disposable one
- Check your office (and neighboring offices) for extra supplies before purchasing new ones
- Consider working with documents digitally. If you have to print, please print double sided and save scrap paper for future use
- Ask your Green Office Representative what you can do to help. Don't have one? [Get involved!](#)

Visit [loyola.edu/sustainability](http://loyola.edu/sustainability) for more information about sustainability initiatives on campus.