

Does your office
sometimes look
like this?



...and this?



Then plan to remove your stuff during the **Surge Purge** event!

TIMELINE AND LOGISTICS FOR STAFF AND FACULTY

- Tuesday, April 20 & Wednesday, April 21 - Access to workspaces in Main from 7:30 am - 4:00 pm for all faculty and staff from EIT, H&S, Campus Police, Finance and HR
- Thursday, April 22 & Friday, April 23 - Access to workspaces in Main from 7:30 am - 4:00 pm for all faculty and staff from BTD, HPS, College Access, HR, Marketing, Library and Facilities
- Friday, April 23 - Access to workspaces in Main from 7:30 am - 4:00 pm for all faculty and staff faculty and staff that cannot make it on their assigned day

❖ **Paper waste shred days**

Tuesday April 20 through Thursday April 22 - 8:00 AM – 4:00 PM each day
Friday April 23 - 10:00 AM – 2:00 PM

A shred truck will be in Lot D at the end of B Wing so you can bring any paper products that you wish to have shredded. Rolling totes (3'x3') will be available at the Information Desk located inside the Main Distribution Center (Mail Room). You may sign out a tote and take it to your work area to load papers you wish to shred. Then you can take rolling tote to the shred truck for disposal of your documents. *Refer to Section 11.0 of the 6.12.18 Operations Manual (on the intranet) for the College's document retention policy.*

❖ **E-waste**

Tuesday April 20 through Friday April 23 - 8:00 AM – 4:00 PM each day

E-waste will be collected in C Wing near the Main Distribution Center (Mail Room). Items can be brought to the bins anytime those days, but **must** be sorted and discarded in the appropriate bin. If you have a large amount of E-waste, please contact Facilities at 569-1559 to arrange for assistance.

E-waste items include computers, electronic devices, monitors, keyboards, light bulbs, batteries, etc.

❖ **Metal and other broken items**

Tuesday April 20 through Friday April 23 - 8:00 AM – 4:00 PM each day

3 dumpsters will be located in Lot D rear driveway for collection of metal and broken items such as chairs, tables, etc. If you have a large amount of waste, please contact Facilities, prior to the clean up days, at 569-1559 with a description and the location of items to be disposed of.

❖ **All other trash, not listed above**

Tuesday April 20 through Friday April 23 - 8:00 AM – 4:00 PM each day

Dumpster available at the Main Loading dock for all other trash.

❖ **Chemical waste**

Chemical waste will be collected on a different date.