Housekeeping Items for Faculty and Staff

Below are a couple of reminders recent sent out to all agronomy faculty and staff. These reminders are reprinted here for easy reference.

**Close Those Windows**

This time of year frozen pipes in the heating system are common occurrences because of open windows that will cause major damage as well as at least a week of disturbances for the rooms involved. Please be sure to close any windows that are opened during the day or close windows that you find open so that we do not have this damage and inconvenience.

**White Paper Recycling**

The only items that should be placed in the big blue for white paper recycling are listed on top of the bins and include:

- Computer paper (including green bar)
- Printer/copier/fax paper
- White tablet paper
- White paper with colored ink
- White card stock paper
- White envelopes (please remove plastic windows and postage stamps)
- Copies of blueprints
- Staples do not need to be removed

Cardboard needs to be placed in the cardboard recycling area on the dock. If you have other items that need to be recycled (journals, soft cover bound materials, colored paper, etc.), please hold them until FP&M has their mixed paper recycling event.

Hard cover books, plastic, or other non-paper items need to be placed in the garbage.