



DCPS Recycles! Honor Roll Checklist

Honor Roll Criteria part I- PAPER and CARDBOARD	
Dumpster Area	Yes/No
Do you have a DUMPSTER or COMPACTOR designated for CLEAN PAPER and CARDBOARD only?	
Does your recycling dumpster contain ONLY clean paper and cardboard?	
Kitchen	Yes/No
Does your KITCHEN have a designated bin or area for sorting CARDBOARD?	
Classrooms and Offices	Yes/No
Do you have RECYCLING BINS for collecting PAPER in CLASSROOMS and OFFICES? Note: Best practice is to have large bins for paper in MAIL ROOMs and next to COPIERS	
Are these bins LABELED for paper only? Note: lids with slits are also a best practice for avoiding contamination although they are not required	
Do these bins have either NO LINER or a CLEAR LINER?	
Do these bins have ONLY paper in them? Small amounts of contamination will not be penalized	
Do you have TRASH BINS (not blue) for collecting non-recyclable trash in CLASSROOMS and OFFICES?	
Honor Roll Criteria Part II -MIXED RECYCLABLES	
Dumpster Area	Yes/No
Do you have 96 gallon blue TOTERS designated for MIXED RECYCLABLES (milk cartons, aluminum, plastic, glass)? These toters should be labeled - if not, please notify DGS!	
Do your 96 gallon blue TOTERS designated for MIXED RECYCLABLES contain only MIXED RECYCLABLES?	
Common Areas	Yes/No
Do you have blue RECYCLING BINS for collecting MIXED RECYCLABLES in COMMON AREAS? Note: best practice is to ONLY have these bins where mixed recyclables are generated. Unattended bins in hallways often become trash cans. It is better to have no bins or just trash bins than misused bins.	
Are these bins LABELED for mixed recyclables (e.g. glass/plastic/metal) only? Note: best practice is to also have lids, although this is not required if the labels are sufficient.	
Do these bins have either NO LINER or a CLEAR LINER?	
Do these bins have ONLY mixed recyclables in them?	
Kitchen	Yes/No
Do you have blue RECYCLING BINS for collecting MIXED RECYCLABLES in the KITCHEN?	
Are these bins LABELED for mixed recyclables (e.g. glass/plastic/metal) only?	
Do these bins have either NO LINER or a CLEAR LINER?	
Do these bins have ONLY mixed recyclables in them?	
Honor Roll Criteria Part III - ORGANICS - KITCHEN and CAFETERIA	
Dumpster Area	Yes/No
Do you have 96 gallon green TOTERS designated for ORGANICS (food waste, compostable paper products)?	
Do your 96 gallon green TOTERS designated for ORGANICS contain only ORGANICS?	
Kitchen	Yes/No
Does your KITCHEN have bins for sorting ORGANICS, MIXED RECYCLABLES, and TRASH (gray)?	
Are all bins in the kitchen LABELED?	
Are all BLUE bins lined with NO or CLEAR plastic bags?	
Are all YELLOW bins lined with COMPOSTABLE bags?	
Do all the bins in your KITCHEN contain the right materials? i.e. Organics only in yellow bins, mixed recyclables only in blue bins, and trash only in gray bins	
Cafeteria	Yes/No
Does your CAFETERIA have bins for sorting ORGANICS, MIXED RECYCLABLES, and TRASH?	
Does your CAFETERIA have a dump bucket for LIQUIDS?	
Does your CAFETERIA have a place to stack TRAYS?	
Are all bins in the cafeteria LABELED?	
Are all BLUE bins lined with NO or CLEAR plastic bags?	
Are all YELLOW bins lined with COMPOSTABLE bags?	
Do all the bins in your CAFETERIA contain the right materials?	

DCPS Recycles! Honor Roll Checklist Cheat Sheet

GUIDING QUESTIONS

- 1) Are supplies SET UP?
- 2) Are they USED correctly?

Classrooms and Offices



No or clear liner*

Copy, mail, art rooms



Common Areas OPTIONAL – bins in hallways not advised



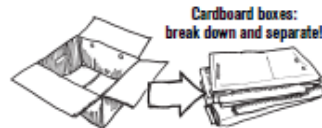
Cafeteria



Clear liner*

Compostable liner**

Kitchen



Collection



*Clear and black liners NOT provided by DGS

**Compostable liners provided by DGS