


Supplies Set-Up Cheat Sheet

DCPS schools can order the following supplies from DGS at no cost: blue bins, yellow bins, grey bins, white buckets, labels, posters and signs, and compostable bags. Supply order forms are made available twice per year—once in the winter and once in the spring. **DGS does NOT provide CLEAR or BLACK bags.*

<p>CLASSROOMS AND OFFICES</p>  <p>1 paper recycling bin labeled for paper only and 1 trash bin</p>	<p>LINERS</p> <p>Recyclables – Clear liners *NOT provided by DGS</p> <p>Organics – Compostable bags *Provided by DGS</p> 
<p>COPIER ROOMS, MAIL ROOMS, & ART ROOMS</p>  <p>Rooms that generate large amounts of paper should have a large paper recycling bin labeled for paper only</p>	<p>COMMON AREAS & TEACHER’S LOUNGES</p>  <p>Rooms that generate paper and bottles/cans should have a “sorting station” with 1 blue bin for paper only, 1 blue bin for bottles /cans only, and 1 trash can</p>
<p>CAFETERIA</p>  <p>Blue bin with clear liner labeled for recyclables; Bucket labeled for liquids; Platform for tray stacking; Yellow bin with compostable liner labeled for organics; Grey bin with clear or black liner labeled for waste</p>	<p>KITCHEN</p>  <p>Same as cafeteria, but without bucket or tray stacking platform, with designated area for cardboard recycling</p>