

Student Cleaning Guide

Anyone seen the cleaning fairy?



FALMOUTH
UNIVERSITY

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EXETER

Student Cleaning Guide

So, the cleaning fairy has kept your world nice and tidy for as long as you can remember, and protected you from all those dirty nasties... but now that you are on your own we thought that you might like some tips to help keep things under control.

There are several benefits of keeping your home for the next 9 months clean and tidy. Not only is it hygienic, but will also create a pleasant environment to study and live in.

Cleaning is the responsibility of all the residents of the flat.

It is important to recognise that your flat mates will have different standards as to what they consider as clean and will have different approaches to how they clean. Get together with your flatmates and discuss and divide responsibilities. This will help to avoid problems such as; someone not cleaning, not everyone sticking to the cleaning rota and the kitchen getting into a real mess.

Cleaning won't become a chore if you all clean little and often. This guide provides tips and best practice on how to manage the cleaning in your flat.

Flats that are in an unacceptable condition on inspection, may incur charges.

Top tips to get you started

1

Ready, steady, scrub.



Top tips to get you started

This may be the first time that you have lived away from home so to help clean your room and communal areas, refer to the cleaning tips in this guide.

You should consider splitting the cost of cleaning products between your flatmates for the communal areas to keep costs down.

Buying the right cleaning products for the job can save you both time and money. Branded products are recommended but supermarkets have their own branded versions of cleaning products at a cheaper price.

Cleaning shopping list

- ☒ **Santiser and handwash** will be provided by the Housekeepers. Both should be used regularly.
- ☒ **Pair of rubber gloves** - Protect your skin from chemicals.
- ☒ **Cleaning cloths**
- ☒ **Scouring sponges or pads** - Good to get stubborn dirt off surfaces that do not scratch. Metal ones are good for ovens and hobs.
- ☒ **Rubbish bags** - Black bags for general waste and clear sacks for recycling are provided by the Housekeepers. If you run out, ask nicely at Glasney lodge and you can pick up some more.
- ☒ **Kitchen cleaner** - A general multi-purpose cleaner. Can be used neat for tough dirt and grease and can be diluted to wash floors. Also a spray that degreases is useful for the surfaces.
- ☒ **Washing up liquid for dishes**
- ☒ **Dish sponges and washing up brush**
- ☒ **Oven cleaner** (use kitchen roll to absorb grime)
- ☒ **Tea towels** - Get a good stock so that you have a clean one when the others are in the wash.
- ☒ **Bathroom cleaner** - There are lots of products available but one which removes lime scale is recommended.
- ☒ **Toilet cleaner** - A product that removes lime scale, as well as dirt and germs.
- ☒ **Furniture polish** - A multi-surface polish.
- ☒ **Dusters**
- ☒ **Paper towels**

Cleaning safety tips

Do

- ✓ Read the product labels, follow the instructions carefully and store the products appropriately. Store cleaning products in a separate cool, dark cupboard so that food and dishes are not contaminated.
- ✓ Use different colour cloths for different areas. Use one for the kitchen, one for your bathroom toilet and another for your bathroom sink.
- ✓ Wash your cloths every time you use them to reduce the build-up of bacteria.
- ✓ Mop heads should be washed regularly to keep them clean as a dirty mop head won't help clean your floor! Soak them in detergent overnight and rinse under the hot water tap.
- ✓ Use rubber gloves to protect your skin.
- ✓ Open the windows to ventilate the room when using cleaning products that advise this or have a strong odour.
- ✓ Clean up mess as you go.
- ✓ Sweep hard floors regularly and mop the floor to avoid any slip hazards.

Don't

- ✗ Mix chemicals - when they combine they can become toxic.
- ✗ Use bleach or bleach based products as this can cause health problems.
- ✗ Leave cloths and sponges in water - always wash after use and leave to dry.
- ✗ Leave wet washing on the radiators. This is a health & safety risk and can cause damage to the radiator, affecting your heating.
- ✗ Leave airers in the hallway.
- ✗ Leave water on the floor when mopping.
- ✗ Vacuum on wet surfaces, this can cause blockages and damages the vacuum.



Be prepared:

Stock Up

Make life easier on yourselves, get together and buy everything you need in one go, it'll save you money in the long run.

Item	Use	With
Kitchen		
Fridge/freezer	Multi-purpose cleaner	Cloth
Hob	Multi-purpose cleaner	Cloth
Microwave	Washing up liquid	Cloth
Floor	Multi-purpose cleaner - diluted in water	Mop
Cupboards, work surfaces, sink and draining board	Multi-purpose cleaner	Cloth
Windows	Window Cleaner	Cloth/ paper towels
Rubbish bin	Disinfectant spray	Paper towels

Bedroom		
Desk and bookshelves	Furniture Polish	Duster
Window	Window cleaner	Cloth/ paper towels

Bathroom		
Toilet bowl	Toilet cleaner	Toilet brush
Toilet seat and outside	Anti-bacterial spray	Cloth
Sink, shower, floor and mirror	Multi-purpose cleaner	Cloth

Be smart:

Save Time

Think before you clean, using the right tools for the job will mean that things will get done better, quicker, and first time round.



Don't let the bed bugs bite.



Cleaning your bedroom

The Floor

- ✓ Vacuum the floor and skirting boards regularly, especially under the bed.
- ✓ Dust the desk, bookshelves and window sill. Dust from mites can cause allergies and are not healthy to inhale.

Bed Linen

- ✓ Change and wash your bed linen regularly - we advise to do this at least every two weeks.
- ✓ Make sure you put a sheet over the mattress protector.

Rubbish

- ✓ Empty your rubbish in your room daily.
- ✓ Remember to recycle your paper, bottles cans etc and any 'mixed dry recycling'.
- ✓ Use the recycle points in the kitchen.

Windows

- ✓ Clean the inside of your windows using window cleaner and either a cloth or paper towels.
- ✓ Ventilate your room regularly - fresh air will help to remove bad odours.

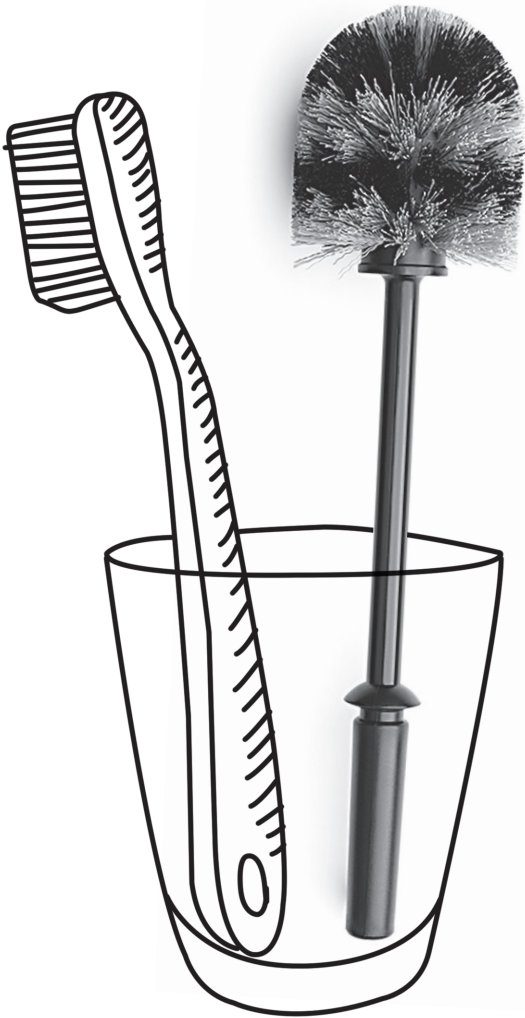
Be presentable:

Stay Fresh

**Your friends will be much happier,
and you'll keep them longer, if your
room smells more Alpine Fresh
than Freshman Funk.**



Do - do's and don'ts.



Cleaning your bathroom

Your bathroom needs to be cleaned at least once a week. Cleaning the bathroom on a regular basis means that it will take little time to clean and keeps your bathroom hygienic. You will need a non-abrasive multi-surface bathroom cleaner, cloth/sponge, toilet brush (provided) and toilet cleaner. Always remember to wear rubber gloves when cleaning your bathroom.

Toilet

- ✓ Apply multi-surface bathroom cleaner to the outside of the toilet and the toilet seat. Wipe and rinse using a cloth.
- ✓ Apply toilet cleaner and scrub the inside of the toilet with the toilet brush.
- ✗ Cloths and brushes used in the toilet should not be used elsewhere.
- ✓ Wash cloths after use to reduce harmful bacteria.
- ✓ Always flush toilet paper after use. This can prevent the toilet from blocking.
- ✓ Report any faults such as blockages/ leaks immediately.
- ✓ Throw hand towels and sanitary products in the bin not down the toilet. This will prevent the toilet from blocking and avoids charges.

Shower

- ✓ Rinse the shower after each use to wash away residue of shampoo, shower gel etc.
- ✓ Apply multi-surface bathroom cleaner to the shower. Wipe and rinse using a cloth.
- ✓ Ensure the shower plug hole is clean and free from hair to avoid blockages (do not cut your hair in the wash basin or shower). A blocked drain can cause the shower to overflow and flood your room.
- ✓ Report a blocked shower or any other faults immediately.

Rest of the bathroom

- ✓ Apply multi-surface bathroom cleaner to the remaining areas of the bathroom (floor, sink, mirror).
- ✓ Wipe with a cloth.
- ✓ You may need to use lime scale and mould remover on some areas where there is a build-up, such as on the taps.

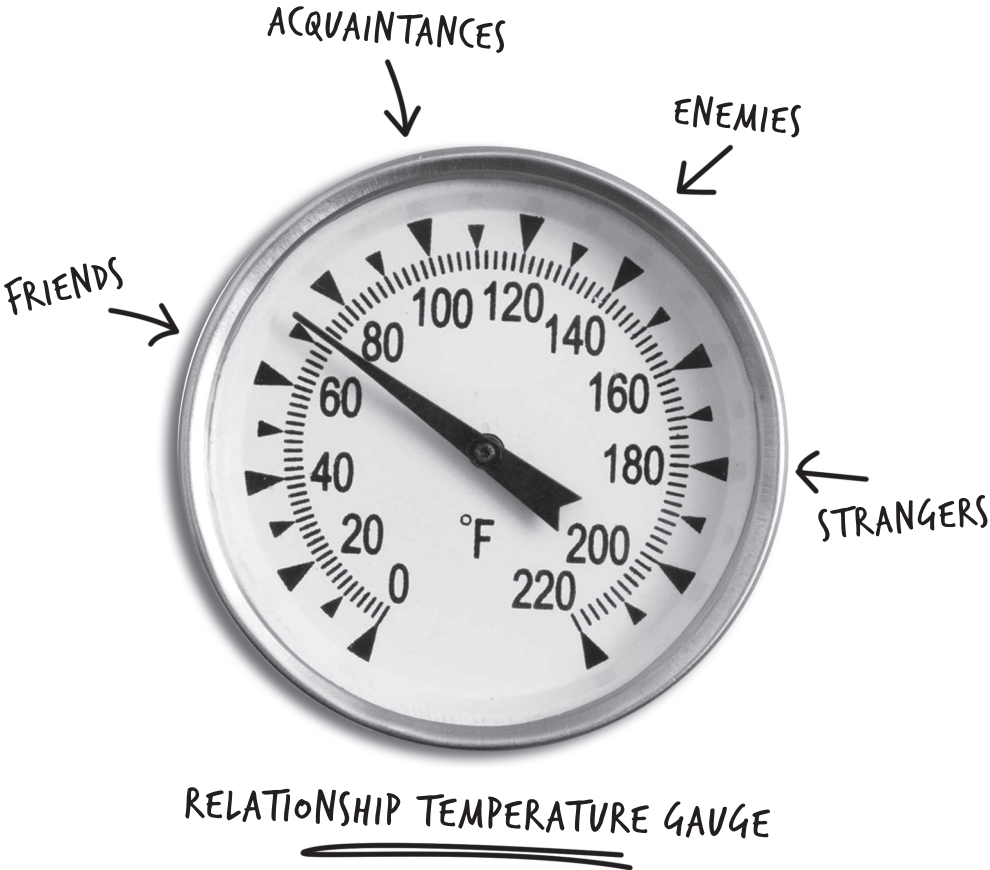
Be squeaky clean:

Dive In

The bathroom is where the bad stuff happens, if you don't clean often enough, you might find that things will start to breed and grow.



Don't let tensions boil over.



Cleaning your kitchen

One of the main causes of disputes between residents can be the cleanliness of the kitchen. Sharing a space with other people can be messy and at times difficult. If everyone does their bit to clean up it will avoid arguments and charges. Organise a cleaning rota in the flat so that you all do your fair share of the cleaning, and more importantly, remember to switch off all appliances when you are not using them.

Oven and Hob

- ✓ It is important that the oven and hob is kept clean. If you are finding it difficult to clean please ask a member of the Housekeeping team and they can show you what to do.
- ✓ Wear rubber gloves when cleaning the hob and oven. Always ensure that the oven and hob are turned off before cleaning.
- ✓ Use a metal scourer, oven cleaner and paper towel to mop up. Oven racks and door shouldn't be stained brown.

Oven

- ✓ Always use a baking tray when cooking food in the oven.
- ✓ Once the oven has cooled, using a cloth, wipe away any spillages or crumbs to avoid them getting burnt on.
- ✓ Wipe down the oven door and seal to remove any grease.

Hob

- ✓ After the hob has cooled down, wipe away any spillages or debris with a sponge or cloth. Cleaning the hob before spillages get burnt on will take much less time.
- ✓ Dried on spills can be a fire hazard!
- ✓ You may need to use a cleaner that has de-greasing properties.

Microwave

- ✗ Never use metallic objects in the microwave (i.e. foil, cutlery, tins etc.) Metal in a microwave can cause sparks and can catch fire. Not only could you face the bill for replacing the microwave but you could also receive a disciplinary for breaching fire safety.
- ✓ To clean the microwave, firstly turn it off at the plug.
- ✓ Wipe down the microwave inside and out with a cloth and some washing up liquid. Wash the microwave plate to get rid of spillages.
- ✓ Wipe dry with paper towel or a dry clean cloth.
- ✓ The top may need the use of a metal scourer, washing up liquid and hot water.

Fridge/ Freezer

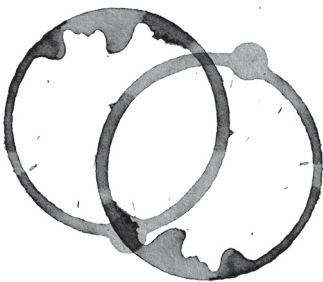
- ✓ Regularly clean the inside of your fridge. Use a cloth with mild detergent.
- ✓ Wipe up spillages immediately as this can cause a nasty smell if not cleaned.
- ✓ Throw away out of date food. This not only attracts harmful bacteria, but rotting food also causes a bad smell and can contaminate other food.
- ✓ Store raw meat in a sealed container so it cannot touch and contaminate other food.
- ✓ If there is a build-up of ice it can prevent the door from closing and may stop your fridge/freezer from working. Regularly de-ice your freezer (before you do a big shop) to ensure that the ice doesn't build up.
- ✓ Turn off the fridge/freezer at the plug. Place a towel on the floor to catch the water.
- ✓ Once the fridge/freezer has defrosted turn it back on and close the door.
- ✓ Mop up all the water on the floor to ensure the floor is dry.

If after defrosting your fridge/freezer it is still not working please report to reception.

Work Surfaces, Sink and Draining board

Do not forget that the work surfaces are where you prepare food so need to be kept hygienic in order to prevent build-up of bacteria.

- ✓ Use an antibacterial spray and a cloth to clean the surfaces before and after any food preparation to avoid any harmful bacteria contaminating food.
- ✓ Keep surfaces clean and tidy after use.
- ✗ Do not leave uncovered food on the work surface.
- ✓ Rinse out the sink after use and don't leave dirty water or dishes in the bowl.



Be proactive:

Stay Pals

The kitchen is a place to make dinner not enemies, if you take care of the little things as you go along, it'll only make life easier in the long run.

Dishes

Always do your own washing up; dirty dishes and pans are unhygienic and a safety hazard. Dirty dishes can attract unwanted pests.

- ✓ Keep surfaces, floor and sink clear of dishes, pots and pans.
- ✓ Wash up your dishes after every meal. This prevents the food from sticking on the dishes making it harder to clean later.
- ✓ Use hot, soapy water ensuring that the dishes are cleaned of all food.
- ✓ Use a fresh clean tea towel to dry your dishes. Don't put wet dishes in the cupboard.
- ✓ Any waste food, oils or fats should go in the bin before you wash your dishes. It should not be washed down the drain as this can cause the sink to block.
- ✓ Any blockages of the sink should be reported immediately to avoid any leaks or floods.

Windows

- ✓ Clean windows inside with glass spray, using either a cloth or paper towels.

Halls Recycling

For the Kitchen Recycle bins - Mixed Dry Recycling (washed)

- ✓ Paper recycling - e.g. dry paper waste, newspapers, office paper and magazines
- ✓ Cardboard - e.g. corrugated cardboard, cereal boxes and card
- ✓ Metal cans - e.g. clean, empty drinks cans and food tins
- ✓ Plastic - e.g. packaging films, rinsed out milk bottles, empty drinks bottles and clean salad trays, rinsed out margarine tubs and microwaveable meal trays

For the Kitchen Black Sack bin (not for recycling)

- ✓ Waxed paper cups (takeaway cups from most high street coffee chains)
- ✓ Crisp packets and sweet wrappers
- ✓ Polystyrene
- ✓ Wood
- ✓ Food waste
- ✓ Ceramics

Kitchen Glass Box

- ✓ All bottles and glass

Clothes and belongings

- ✓ Use the BHF bags at Glasney Lodge and the BHF bin nearby

Recycle sacks must be taken to the nearest waste compounds, black sacks to the nearest bin skip - both are collected by the waste team at least once daily. Take care with glass and tins. Kitchen bottle boxes must be emptied directly into the nearest bottle bank regularly.

Your home sweet home.



Room inspections

To ensure that you are taking care of yourselves and looking after our accommodation regular checks will be made during your stay.

Kitchen

During inspections staff will spot check each kitchen on a regular basis for damage, cleanliness and excessive bags of rubbish and recycling. Housekeeping will also provide help and advice on cleaning methods.

Where levels of cleanliness are not acceptable you will be advised of steps that you need to take to improve the cleanliness of your kitchen. You will be provided a date in writing for re-inspection.

If the re-inspection reveals a breach of your accommodation agreement you will be sent a letter giving you a reasonable time to clean up the kitchen.

Failure to rectify the cleanliness issues in your kitchen, or if the level of cleanliness is persistently not of an acceptable standard, a charge of £100 will be incurred as well as additional charges for the deep clean of your kitchen. This charge will be split between all the residents of the flat unless specific residents are identified as not cleaning up after themselves and they will receive the charge.

Bedroom and bathroom

During each term your bedroom and bathroom will be inspected for damage, cleanliness and excessive build-up of rubbish.

Blue tac and selotape pull off paint from the walls and may lead to a painting charge. Masking tape is the better option.

You will be notified in advance as to when inspections are to take place in your room. We will always provide at least 7 days' notice prior to the inspections. You do not have to be present in your room when the inspection is carried out.

Before the inspection ensure that all areas in your room are clean and tidy. Following the inspection you will be advised of steps to take to improve the cleanliness of your room so that you are not in breach of your accommodation agreement. If on the next planned inspection, your room has not improved you may incur charges to clean your room.

At the end of your tenancy your room will have a final check and if it is not left in an acceptable clean and tidy state charges will be incurred.

Cleanliness inspection standards

- Communal areas

Cooker/Hob	No burnt on food or spillages.
Microwave	Clean inside and plate free of grease and spillages.
Fridge/Freezer	Inside surfaces clean. No mouldy food. Freezer door closes and no build-up of ice.
Work surface and draining board	Sink area clean and no food debris on work surfaces. Limited amount of dishes.
Rubbish removal	Rubbish bin not overflowing or smelling badly. The area around the bin should be clean and not have food on the floor.
Recycling removal	Recycling should not be overflowing. There should not be mouldy food in the jars or plastic.
Floor	Clear and free from any rubbish. No spillages or debris.
Cupboards	Clean and free of smears and grease.



Be proud:

Show Off

Take great pride in showing the inspectors how well you keep your home in such an immaculate and presentable condition at all times.

Making a cleaning rota

To avoid disagreements we strongly advise that you introduce a cleaning rota. Your housekeeper will help you to create a rota. Sit down together and discuss a way to organise the cleaning that will work for everyone.

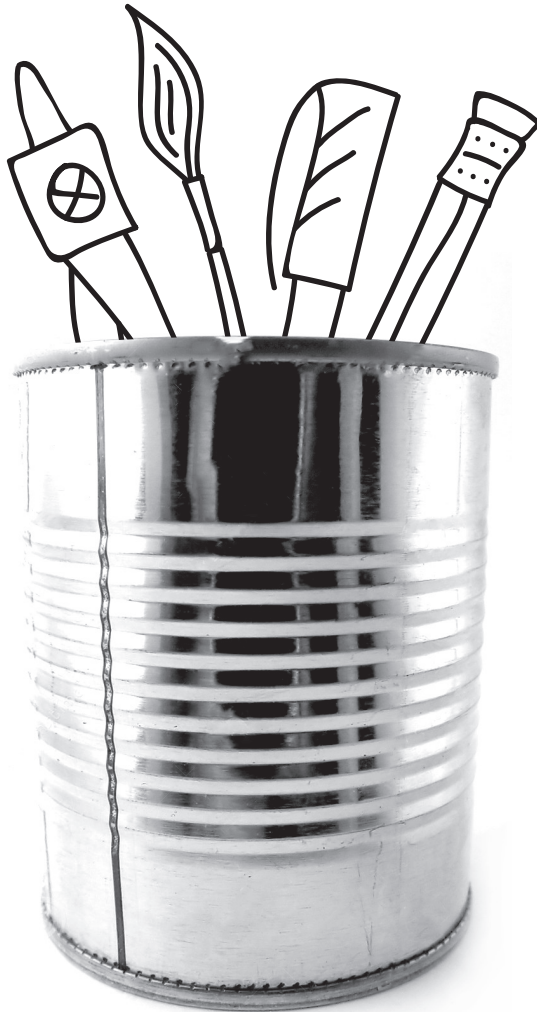
*Example only weekly cleaning rota, for communal areas of the flat.
You may have your own ideas and your housekeeper will give you guidance.*

Name	Cleaning Task	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Michael	Remove all rubbish	✓		✓		✓		
Emily	Remove Mixed Dry Recycling	✓		✓		✓		✓
Brandon	Brush and mop kitchen floor and hoover hallway		✓		✓		✓	
Jessica	Remove glass recycling		✓		✓		✓	
Sarah	Clean work tops, kitchen table and hob	✓		✓		✓		✓
Tyler	Remove Mixed Dry Recycling		✓		✓		✓	
Ashley	Clean oven, extractor and microwave	✓			✓			
	Dishes to be washed daily	✓	✓	✓	✓	✓	✓	✓

Be ready:
Plan Now

Figure out who's going to do what - everyone always thinks they do more than their fair share, so share it out fairly. Prepare a rota today!

Waste not want not.



The following A-Z is the waste and recycling guide for the whole campus. This is a more comprehensive guide to what can and what can't be recycled both in your flats and on the wider campus, though obviously not all facilities are available within individual Halls kitchens.

Waste & Recycling

In January 2015, Falmouth Exeter Plus (FX Plus), on behalf of both universities (Exeter and Falmouth), entered into a new waste and recycling contract with Biffa Environmental. This has been extended until the end of June 2021. Biffa is in the process of building its own transfer / recycling centre which will be where the waste will go should it not be able to go into the Cornwall Energy Recovery Centre (CERC) at St Dennis. The CERC turns waste that is left after recycling into fuel to generate sustainable energy in the form of electricity. When at full capacity, the CERC will power new homes around the St Dennis area. Please note that landfills in Cornwall are now closed and, by the end of 2020, all landfill sites in the UK will be closed.

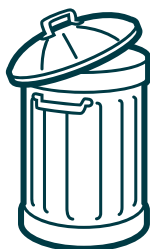
The A-Z Guide for waste and recycling is designed to encourage students and employees to handle their waste and recycling in the right way, and particularly, to reduce waste. Following this guide will help you to both recycle and re-use items correctly.

How to use

This guide provides information about what can be recycled incinerated or re-used on our campuses.

Images are provided to clarify which items fall into which categories. Information follows the image providing reasoning for if it can, or cannot, be recycled and the next column provides linking information such as the cleanliness requirements of the items.

Finally, colour coding is used to provide a quick answer to how you should handle your waste. The key to the colours is below.



Incinerator



Recycled



Re-used

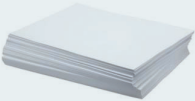
	What is it?	Can it be recycled?	Important information	Where does it go?
A	Aerosols 	Aerosols cannot be reused, attempts should be made where possible to reduce use. Attempts are currently being made to enable recycling of aerosols with a pilot scheme in the AIR building.	Aerosol containers must be fully empty before disposal.	
	Aluminium Foil 	Aluminium foil should be placed into recycling boxes.	Aluminium foil is recyclable providing it is clean.	
B	Batteries 	Batteries can be recycled in the dedicated recycling boxes/tubes.	Battery recycling facilities are located across campuses.	
	Blue roll and White roll 	Blue roll cannot be recycled as it is usually already made of recycled materials that cannot go through the process again.		
	Books 	Books can be resold or given to charity shops. Unwanted books can also go into recycling.	The Penryn and Falmouth campuses offer a British Heart Foundation bin located in Glasney Village, next to Koofi.	
	Bras 	Unwanted bras can be collected on Penryn Campus and recycled. Bras are collected for women who cannot afford to purchase new ones.	Hand in to Peter Lanyon staff room.	
	Bubble Wrap 	Bubble wrap can be recycled at Penryn Campus. Bubble wrap should be placed into 'plastic' sections of bins or mixed recycling.		

	What is it?	Can it be recycled?	Important information	Where does it go?
B	Bulbs 	Contact the Help Desk who should be able to arrange for the light bulbs to be recycled.	Contact Details: estateshelpdesk@fxplus.ac.uk	
C	Cans 	Cans can be placed into the mixed recycling bin/ box.	All cans must be cleaned/dried out fully or will end up as contaminated waste.	
	Cardboard 	Place in mixed dry recycling bins or next to if too large to fit.	Flat pack all cardboard and remove parts with grease for general waste. If cardboard is left with grease/food it is contaminated and will be incinerated.	
	Carrier Bags 	Re-use. Very difficult to recycle, however some stores offer recycling options if returned.	If you choose not to re-use, return to local supermarkets.	
	Catalogues 	Paper recycling to be placed in paper bins.	Located in all buildings across campuses.	
	CD's 	CDs can be reused/ given to charity for others to enjoy.	The Penryn and Falmouth Campuses offer a British Heart Foundation bin located in Glasney Village, J Square (next to Koofi)	
	Cling Film 	Cannot be recycled on campus. The chemicals added to make cling film cling, makes it too difficult to recycle.	Attempt to minimise use of cling film and use other alternatives for example Bee Wraps.	

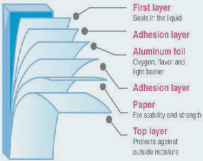
	What is it?	Can it be recycled?	Important information	Where does it go?
C	Clothing 	Clothing can be reused/given to charity for others to enjoy.	The Penryn and Falmouth campuses offers a British Heart Foundation bin located Glasney Village, J Square and near Koofi.	
	Coffee Cups 	Disposable coffee cups can be very difficult to recycle with the material used to make them. Reusable cups are encouraged to reduce wastage. They are for sale across campuses.	Ensure there is no excess liquid remaining in cups before placing them in recycling bins. If it is not cleaned the contaminated waste is sent to the incinerator.	
	Coffee Grounds 	The Students' Union (FXU) will take coffee grounds and give them to the Home-grown Society on campus for allotments.	Contact FXU for collection: www.fxu.org.uk/	
D	Crisp packets 	Crisp packets are made from a mix of plastics and metals, this makes recycling processes too difficult and therefore will need to be disposed of in general waste. A pilot collection scheme is in place in the AIR building.		
	Drink cans 	Can be recycled if clean and dry before placed in dedicated bins.		
E	Envelopes 	Can be reused/ recycled with paper bin option. Place in paper recycling bins located across campus.		

	What is it?	Can it be recycled?	Important information	Where does it go?
F	Food 	BIFFA collects food waste and delivers it to an anaerobic digester (AD) plant to be composted into Bio-Gas/fertiliser. Currently only collected for the Stannary.	Be sure your food waste qualifies for the red food bins and no plastics or containers are placed in the bins with them (Stannary only).	 
	Furniture 	Furniture, if left in a good condition, can be reused. Contact the Help Desk which should be able to arrange for the collection of the furniture. The Penryn Campus team also actively attempts to re-use on campus where possible.	Contact Details: estateshelpdesk@fxplus.ac.uk	
G	Glass Bottles 	Glass bottles are widely recycled and can be placed in glass disposal bins located around campuses.	Ensure there is no excess liquid left in bottles before they are recycled.	
I	Ink Cartridges 	Printer rooms on campuses will take in finished ink cartridges for recycling.	Locations Penryn Campus: - Peter Lanyon Building - DM - Design Centre. Not recycled at the Falmouth Campus.	
M	Magazines 	Can be recycled in paper recycling bins.		
	Metal 	Place in Mixed Dry Recycling.		

	What is it?	Can it be recycled?	Important information	Where does it go?
M	Metal Lids 	Metal lids can be recycled.	Ensure metal lids are clean before recycling.	
	Milk Bottles 	Attempt to only buy quantities which can be consumed in time. Once finished, bottles can be recycled (including caps).	Milk is a highly polluting substance and is classified as Category 3 ABP. Milk is harmful because of its high 'oxygen demand': bacteria that feed on it use up oxygen that is otherwise used by fish and other living things in the watercourse, effectively suffocating aquatic life. Pouring milk down the drain is a criminal offense for businesses.	
	Milk Bottle Caps 	Milk bottle caps can be recycled and lids can be left on the bottles. It is recommended for them to be left that way.	Clean milk bottle, scrunch and then reattach the lid to save space in recycling bins.	
	Nappies 	Nappies are collected from bins provided by PHS twice a week and incinerated.	Bins provided at the Nurseries. Cannot be recycled.	
	Newspapers 	Can be recycled in paper recycling bins across campuses.		
O	Oils (Food) 	Cooking oils should be left to harden and placed into general waste.	Oils should not be poured down the sink as this will clog sink drains.	

	What is it?	Can it be recycled?	Important information	Where does it go?
P	Paper 	Paper can be recycled in paper recycling bins located across campuses.		
	Paint 	FX Plus can collect and arrange the recycling of some types of paints. This does NOT include: - solvent based paints - paint thinner - white spirit These types of paints should be disposed of as hazardous waste.	Ensure recyclable paint is hardened.	 
	Pizza Boxes 	Pizza boxes can be recycled if all aspects of the cardboard are clean. Any areas of the box with grease remaining is contaminated and therefore, unable to be recycled and should be placed in general waste.	Tear off grease-covered areas of the pizza box and recycle what is clean.	 
	Plastic Bottles 	Plastic bottles can be recycled including: drinking bottles, milk bottles and shampoo bottles.		
	Plastic Cups 	Plastic cups can be recycled.	Ensure that cups are clean and dry with no excess liquid before disposal.	
	Plastic Cutlery 	Plastic cutlery can be placed in recycling boxes.	Ensure that cutlery is clean and dry before recycling.	

	What is it?	Can it be recycled?	Important information	Where does it go?
P	Plastic Containers 	Plastic containers can be placed in mixed recycling boxes.	Ensure that containers are clean and dry before recycling.	
	Polystyrene 	Polystyrene recycling is not yet available for either campus. Please dispose of in general waste.		
S	Salad Pots 	Plastic pots can be placed in recycling boxes.	Ensure that pots are clean and dry before recycling.	
	Sanitary Hygiene 	Sanitary hygiene waste is collected from bins provided by PHS once a week and incinerated.	Bins for hygiene products can be located in women's toilets around campuses. Find out more about the recycling process of hygiene products through PHS on page 24.	
	Sweet Wrappers 	Sweet wrappers cannot be recycled as they are a combination of materials including metal and plastic. Sweet wrappers should be disposed of in general waste bins.		

	What is it?	Can it be recycled?	Important information	Where does it go?
T	Tetrapaks 	Not recycled at our campuses. You can take them to the Mabe Recycling centre.	Tetra Pak cartons are made from wood in the form of paperboard, as well as thin layers of aluminium and polyethylene. The most common Tetra Pak carton is 74% paper, 22% polyethylene and 4% aluminium. Because of the complexity, difficult to recycle.	
W	Waste Electrical (WEEE) 	Place in Recycling Compounds.	Note that WEEE includes all forms of household electricals including toasters, hairdryers, computers etc.	
	Writing Instruments 	Writing instruments are widely recyclable by Terracycle. Instruments included in the list on page 14 can be delivered to the AIR building and sent to be recycled.		

Terracycle Collection Point:

Terracycle is a recycling organisation which collects items not easily and widely recyclable otherwise known as non-recyclable' and recycles them. The AIR Building located on Penryn Campus offers a collection point for special items not usually recycled. These include:

Bread bags:

Any bread bag made from LDPE plastic can be recycled. (see bread bag to find information for viability).

Writing instruments:

✓ **Accepted:** pens, felt tips, highlighters, markers, mechanical pencils, correction devices, fountainpens and ink cartridges.

✗ **Not accepted:** Glue sticks, rubbers, rulers, pencils and sharp objects.

Biscuits and snacks:

Brands of biscuits and snacks which can be recycled by Terracycle include: McVitie's, Jacob's, Go-ahead and Carr's.

Crisp packets:

✓ **Accepted:** Any brand of crisp packet

✗ **Not accepted:** Popcorn bags, crisp tubes, pretzel bags...

Personal care products:

✓ **Accepted:** Flexible plastic makeup wipe packaging, plastic roll on deodorants, plastic pots, packaging pumps, caps and triggers, single use mask packaging.

✗ **Not accepted:** Rigid plastic bottles, aerosols, baby wipes packaging.

Pringles containers:

All sizes and lids of Pringles are accepted. No other brands of types of tubes are accepted.

Dental products:

✓ **Accepted:** toothpaste and caps, toothpaste cartons, any brand of electric toothbrush head, any brand of tooth brush

✗ **Not accepted:** Dental floss, breath sprays, mouthwash plastic bottles, cartons that didn't contain toothpaste, battery toothbrushes.

What happens to your waste?

FX Plus works with a variety of organisations to deal with waste/recycling in the most sustainable method possible.

Who disposes of your waste	What do they do
	BIFFA is an organisation which collects non-recyclable and recyclable waste. Biffa's services for recycling can be recognised through the clip below: www.biffa.co.uk/about-us/operational-infrastructure/plastic-recycling
	Cornwall Cullet is a glass collection service which works with the Penryn Campus to collect and recycle glass.
	Both Falmouth and Exeter universities are actively involved in recycling. On behalf of the universities FX Plus manages 24 waste and recycling streams.
	Ian Williams collects recyclable paint and reuses it within the organisation. Refer to A-Z to see what paints are recyclable and how to do this.
	Recycles fluorescent tubes used in lighting throughout the campus.
	Collects and recycles technological components including WEEE, printer ink cartridges and batteries.
	Family-run Cornish business that collects hazardous waste from the university campuses to ensure safe disposal.
	PHS works with the campus with the collection of nappies and women's hygiene waste.
	TerraCycle is an organisation which offers a free recycling service funded by brands and manufacturers.

Further information

For further enquires surrounding recycling please contact:

Sustainability@fxplus.ac.uk

Greener campus

For more information about our green campus policy visit:
fxplus.ac.uk/about-us/sustainability



FALMOUTH
UNIVERSITY

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EXETER

We're committed to reducing our environmental impact upon everything we do. We've even made efforts to minimise the effect our print has on the environment.

From specifying a sustainable paper stock to altering the page size on press ensuring that next to nothing goes to waste, every detail has been considered.

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