

## Fall 2017 Opening and Move in Project Plan

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### Being Spartan Green Move IN

*Residence halls August 5<sup>th</sup> to Sept 6<sup>th</sup>*

*University Village August 5<sup>th</sup> to Sept 6<sup>th</sup>*

*Spartan Village August 5<sup>th</sup> to Sept 6<sup>th</sup>*

*1855 Place August 1<sup>st</sup> to Sept 6<sup>th</sup> Outdoor locations*

Materials to be collected are: cardboard, polystyrene, all plastics and plastics wrap, household metal, all paper/boxboard/newspaper,

Recycle stations are established before international and RA/OCAT staff arrival (by August 15) and maintained through Friday (September 9). Afterward, halls will continue to support the Division's expectation to recycle five key material items:

#### **Key Dates**

- The week of August 8 Setup in lobbies for early arrivals and beyond, Water bottles and Mesh bags with information in rooms, one flyer, bag and bottle per room, Bathroom water conservation clings.
- Door hangers will be distributed by RA staff
- **July 14** all Move in marketing will arrive and be distributed to neighborhoods
- **Aug 1** move in for 1855
- **July and August-** All bottles and bags are on hand and will delivered to each Neighborhood
- **Aug 12** RHS move in
- **August 13** the water bottle and mesh bag flyers will distributed in rooms by the RA's
  - Door hangers and table tents will be distributed by RA staff
- **August 25** Exterior bins placed (use maps)
- **August 19 – 20** International move in
- **August 18-September 8-** Interior lobby bins maintained for five key items plus polystyrene.

#### **Interior recycling is the University standard streams**

- **Office paper**
- **Mixed paper/ Boxboard**
- **Plastics/ metals**
- **Glass**
- **Cardboard**

#### **Move in Supplemental area set ups in lobby**

- **All Plastics & Plastic wrap**
- **All Papers**
- **Cardboard**
- **Polystyrene**

#### **Applicable Exterior Collection Devices**

Material	Exterior Bin
All Papers/Boxboard/ News	BSG Gaylord/ Barrel/Slim jim
All Plastics/plastic wrap	Blue barrel w/ BCG sleeve
Cardboard/Carpet Tubes cut in half	Roll Off / or 8 yard bin
Polystyrene (no peanuts)	BSG Gaylord-clear bag

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### **Marketing Material**

- **All Marketing materials will be delivered to RHS Sustainability Office 250 Akers by August 1. Please use on hand signs if applicable.**
  - **Move in Posters for lobby's 11 x 17**
  - **Bin signs for lobby's 11x 17**
  - **Door hangers**
  - **Flyers for Bag and Bottles**
  - **Water conservation Clings**
  - **BE Spartan Green Poster 11 x 17**
- Bagged polystyrene collections at back docks

### **Outdoor setups- Sean Barton is contact for MSU Recycling**

- 10 by 10 tent- chairs, blue gloves, box cutter,
- Maps are updated for placement for logistics
- Gaylord for all polystyrene- bagged and tied
- Gaylord or barrel for all plastics and plastic wrap
- Equipment for cardboard- 8 rd or roll off
- Marketing for outdoor are plastic signs- (All Landscape)
  - Cardboard 4 x 3
  - Polystyrene 4 x 3 or 2 x 3
  - All Plastics/plastic wrap 4 x 3
  - All papers 11 x 17
  - Real estate signs

### **Expectations**

The following expectations are in place for all buildings.

- Utilize the previous school year's collection points and signage for five keys items.
- Stage bagged polystyrene for pick up by **MSU Recycling and Surplus at** loading docks. The
- Res Ed staff and OCATS to help promote the program and assist residents on the floor
- **RHS sustainability office is working on staffing the Recycling areas in each neighborhood**
  - **Job description for volunteers are available to assist during Aug 29 and 30 move in, utilize them to help guide parents and students around recycling, sort materials and break down boxes, etc. Description below**
- Included recycling information on Web site and marketing material mailed to students/parents.
- Utilize staff and volunteers to increase customer service by assisting students in breaking down cardboard and minimizing contamination of polystyrene and cardboard.

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### **Fall 2016 Being Spartan Green Move In Volunteer Job Description**

#### **Title of Position: Being Spartan Green**

**Description:** To help MSU meet the university initiative of landfill diversion of 70% by the end of 2017.

Move in generates a thousands of pounds of recycling material and kicking this off at opening sets the bar high for Spartans to truly be Spartan Green

#### **Materials identified:**

- **All Plastics & Plastic wrap**
- **All Papers**
- **Cardboard**
- **Polystyrene**

#### **Responsibilities:**

To help/assist anyone, parents and students breakdown their separate and break down materials into specific containers

Tools: Gloves and a box cutter

Must be able to stand, lift cardboard into containers, Break down cardboard, pull off tape edging, separate material 3 or 4 hour shift

# MICHIGAN STATE UNIVERSITY

TO: RHS Team members

FR: Carla Iansiti RHS Sustainability Officer

RE: **20<sup>th</sup> Anniversary** 20 days of move-out Pack Up. Pitch In. Help Out.

This year is the **Pack Up. Pitch In. Help Out. 20<sup>th</sup> year anniversary** and RHS wants to make an impact. All marketing has been upgraded to the white background. To better raise awareness we have renewed relationships with

- MSU Safe Place
- MSU Food Bank
- Salvation Army, St. Vincent's, and Teen Challenge.
- Two Men and a Truck for Movers for Moms

## **Important Dates:**

<b>Week of April 17</b>	All posters and post cards distributed
<b>Week of April 25</b>	Trash roll off and front load bins placed by <b>April 27</b>
<b>April 24-28</b>	Call for pick up (355-1723) or submit a PURF
<b>May 1 – 5</b>	Movers for Moms boxes and posters in lobbies
<b>May 12</b>	Final pick-up for residence halls
<b>May 1-6</b>	Daily pick-up 1-2 times daily, call (355-1723) if urgent



Division of  
**Residential and  
Hospitality  
Services**

**RHS Planning and  
Projects Office**

Akers Hall  
908 Akers Road Rm W250  
East Lansing, MI  
48825

Phone: 517/355-7467  
Fax: 517/432-1566

## **Residence halls Move-out**

- April 18<sup>th</sup> to May 9<sup>th</sup>

## **Spartan Village Move-out**

- April 18<sup>th</sup> to June 16<sup>th</sup>

## **University Village Move-out**

- April 18<sup>th</sup> to June 16<sup>th</sup>

## **1855 Housing Move-out**

- June 15<sup>th</sup> to June 30<sup>th</sup>

## **Contact:**

**Carla Iansiti**- RHS Sustainability, [iansiti@rhs.msu.edu](mailto:iansiti@rhs.msu.edu) (884-0626)

**Chip Hornburg** - East Neighborhood REHS Facilities, (517-449-2367)

**Sean Barton**- MSU Recycling, (355-1723)

## **MAPS**

All move-out maps for each building should create locations for MSU Recycling.

(Copy & Paste) *V:\Administrative Records\Projects\Sustainability\RHS PROGRAMS\PUPI Project\PUPI program files\PUPI 2017 Spring Move out\MAPS*

\*Sean Barton's team will use these maps to pick up materials

## **Maintain the Standard Recycle areas in all halls with standard signs**

### **Additional Move-out materials**

- Non-Perishable Foods will be collected at the service centers
  - Pick-up will be each day of finals week
- **NEW POSTER -Household goods/ E-Waste:** (better show what it means)

- Soaps and Personal Care Items- RHS Sustainability office will do pick-up daily for measures
- Carpet: Commingled in community style halls. Interior collection sites in Suite style halls
- Clothing and Shoes: Bag in clear bags from the desk and put in PUIHO move-out lobby containers
- All Glass: Additional curb carts will be provided
- Bikes: Call the neighborhood facilities office and they will arrange pick-up
- Useable Furniture: Neighborhood facilities office will arrange pick up  
\*Damaged or broken furniture submit a Pick-Up Request Form (PURF).

### **April 18 - May 9 PUI in Residence Halls**

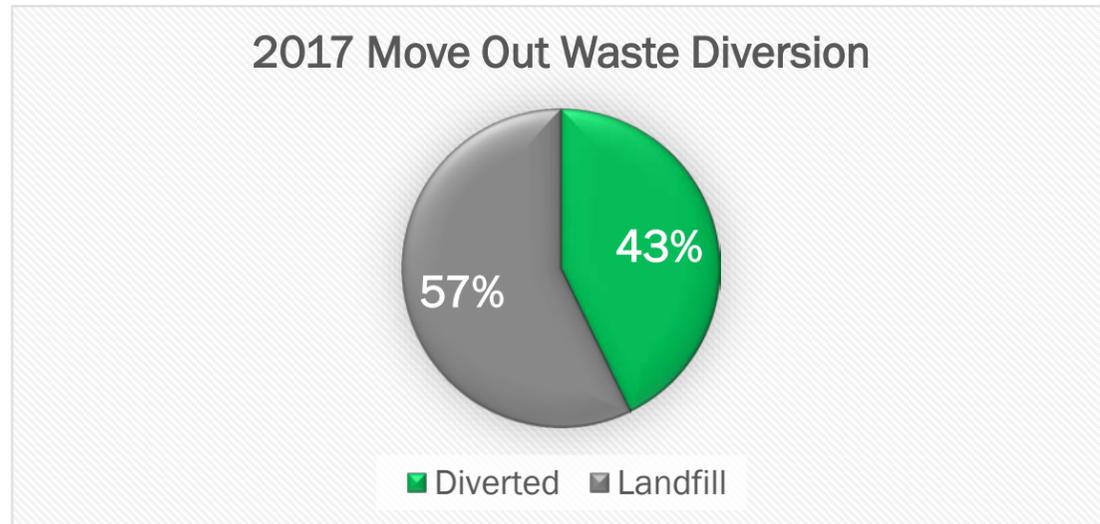
- **April 18** - All service centers stocked with clear plastic bags for clothing donations
- MSU Surplus will handle all materials including non-traditional school year items; clothing/shoes, food, household/electronics items, large metal, and carpet. Stage items at loading docks.
  - If other alternate locations are needed, contact MSU Surplus to communicate this location
- **May 1-May 5** Daily pick-up will occur
- **May 12-** Final pick-up by- Process PURF or call (355-1723) if quantities warrant earlier pick up
  - **Furniture**: Units determined in-house temporary storage locations for these items. MSU Surplus to pick-up daily finals week. A “PURF” to MSU Surplus needs to be completed to pick up items prior to **May 5**
    - **Please do not place usable furniture in the commingled recycling bin, as it will be compacted and destroyed.** Community style halls (except Shaw) are to place in commingled bins
    - **Metal futons**: Suite Hall units determine in-house temporary storage locations for these items
    - Carpet expectation- rolled if possible

BELOW is the LOGO that we are using for Move out.

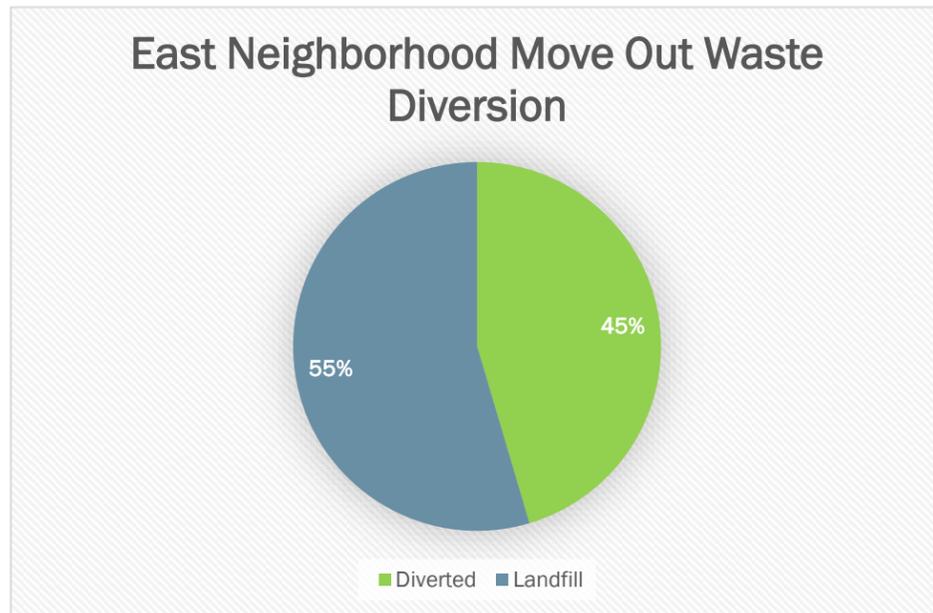
Locations for placements

- All Outdoor use boards
- Gaylord’s
- Barrels
- Food donation bins
- Tent sides

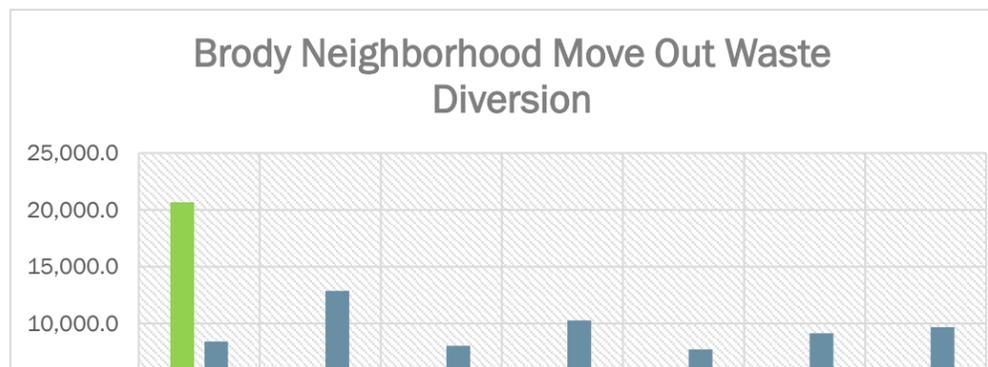
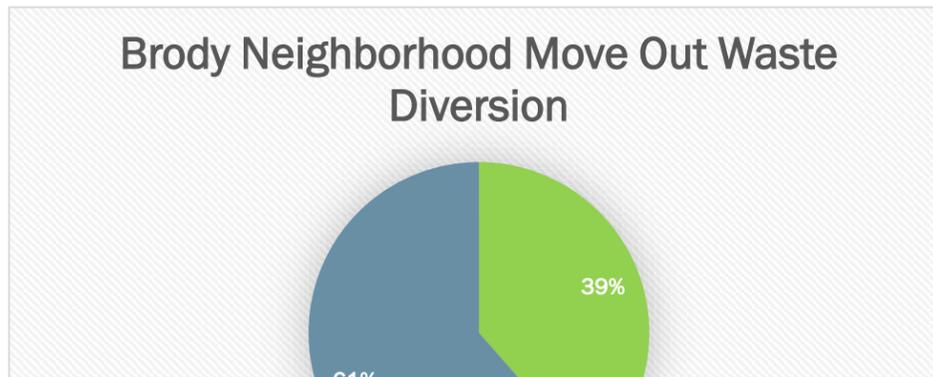
Totals



By Neighborhood

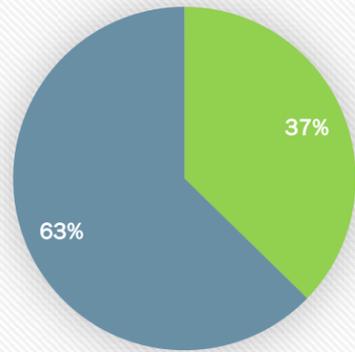


By hall

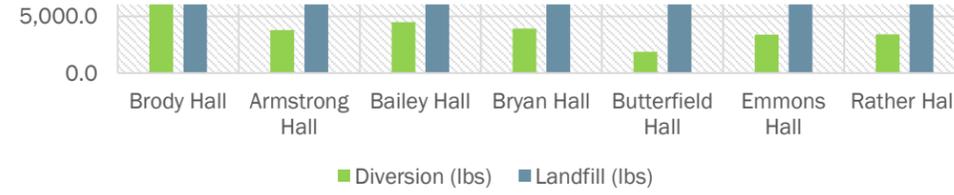




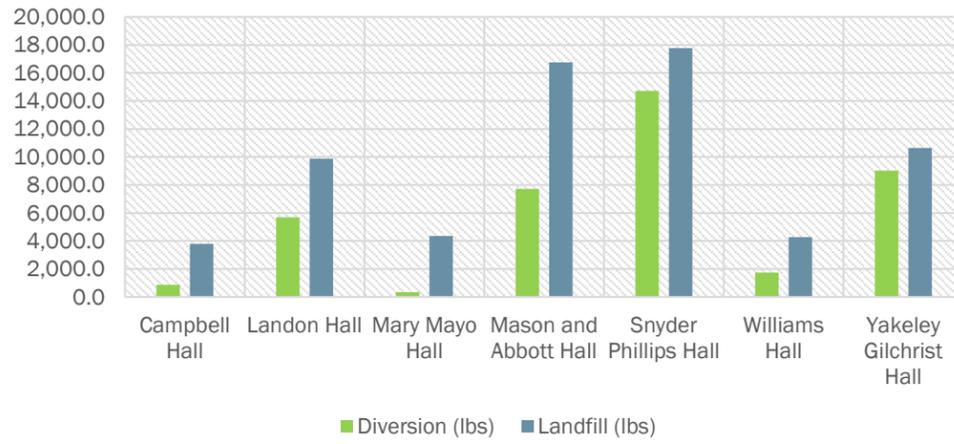
North Neighborhood Move Out Waste Diversion



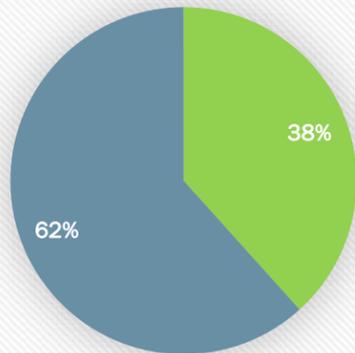
Diverted Landfill



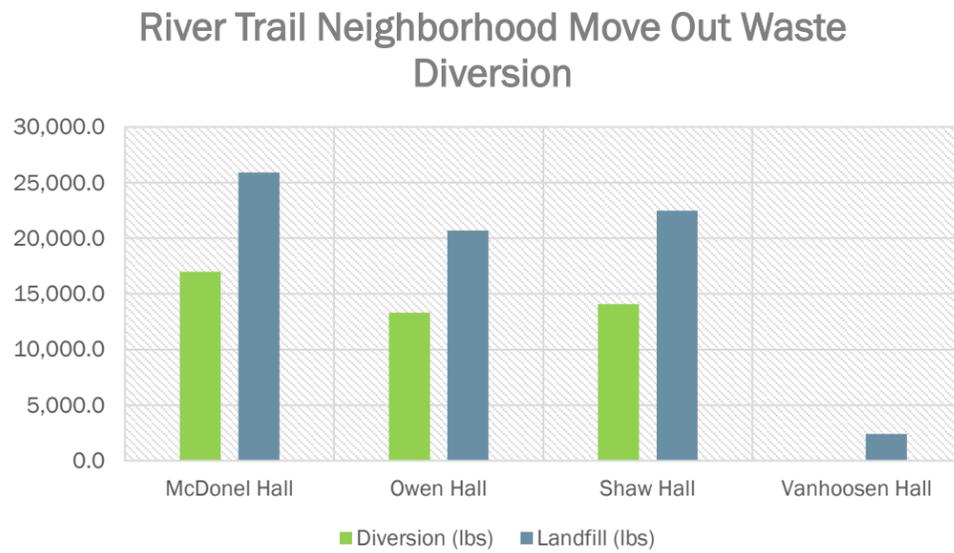
North Neighborhood Move Out Waste Diversion



River Trail Neighborhood Move Out Waste Diversion

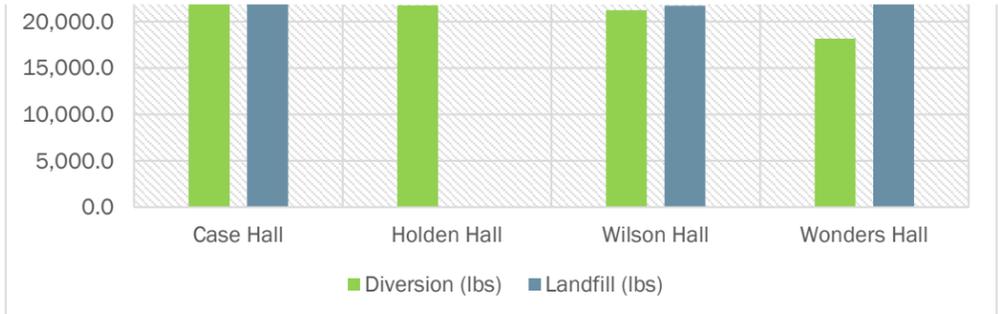
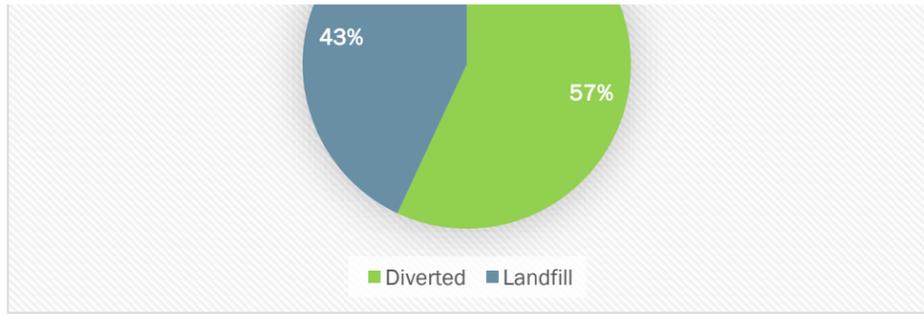


Diverted Landfill

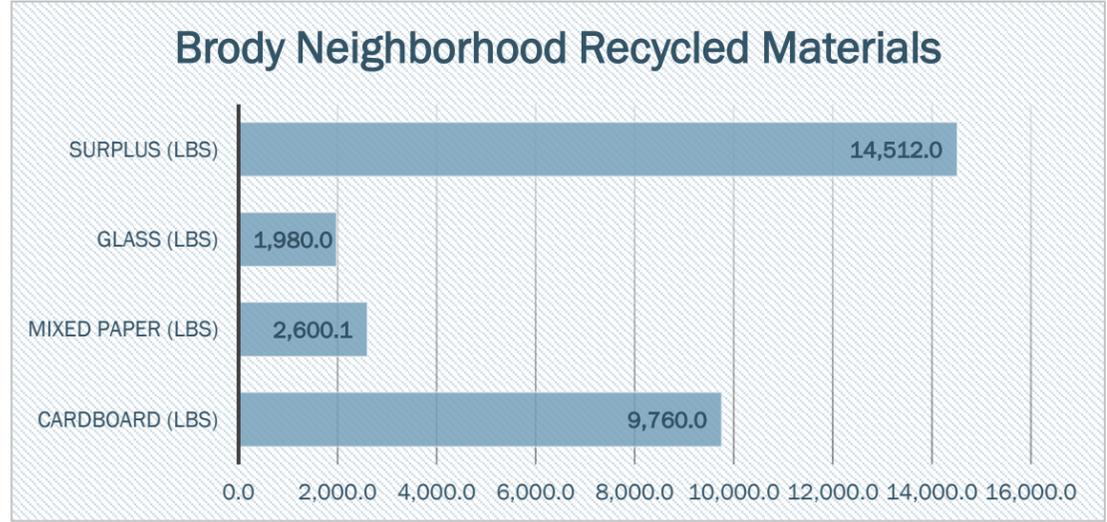
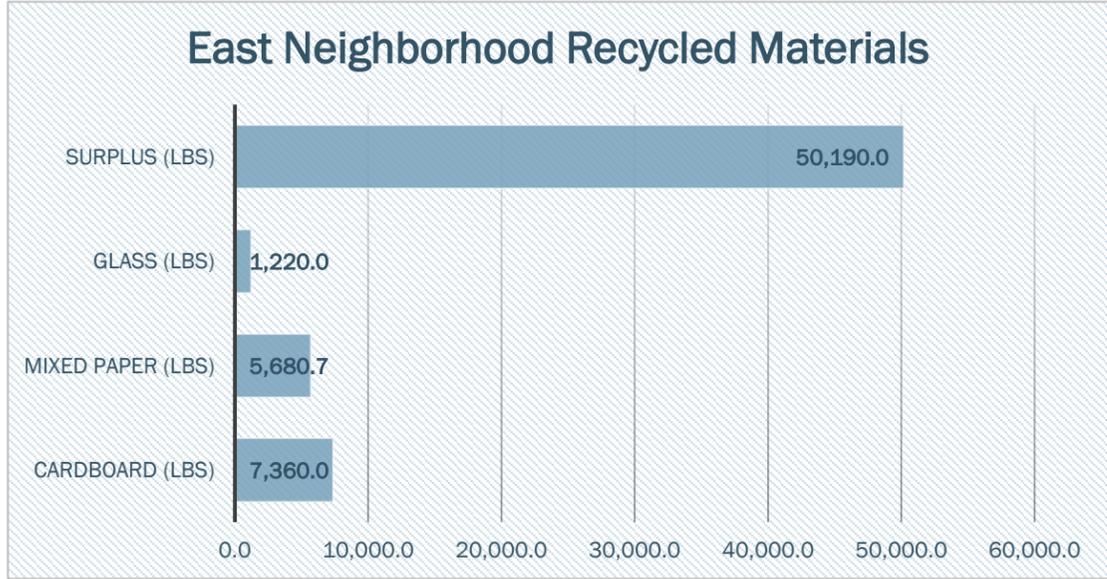


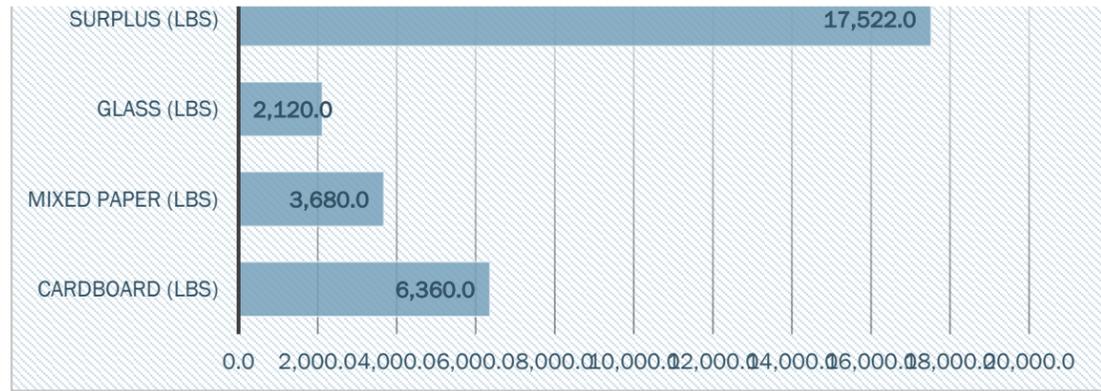
South Neighborhood Move Out Waste Diversion



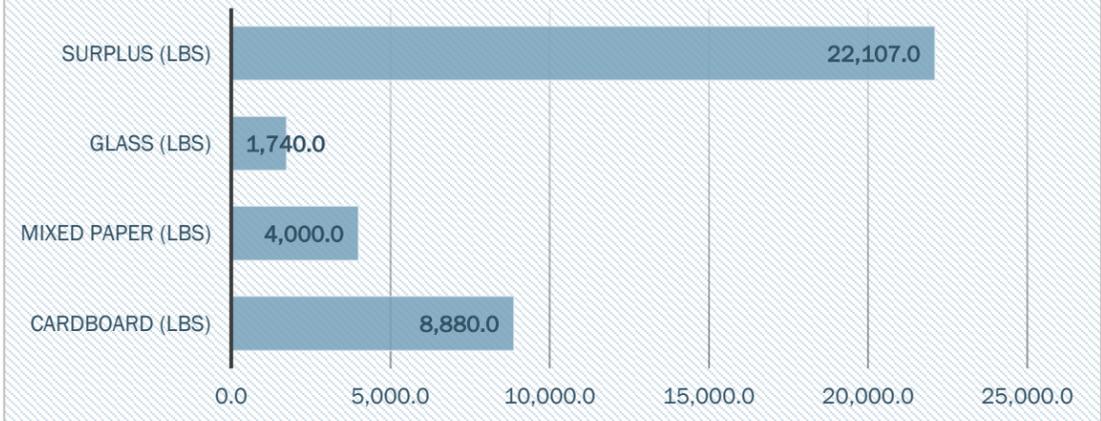


**Materials by Neighborhood**





### River Trail Neighborhood Recycled Materials



### South Neighborhood Recycled Materials

