



AN EMPLOYEE'S GUIDE TO SUSTAINABILITY AT VCU

GROW

The Green Recognition for Offices and Workspaces (GROW) program is a sustainability engagement opportunity targeting faculty and staff. The program helps facilitate conversations regarding best sustainability practices for your workplace. It is easy to participate and receive recognition for your office. For more information contact the Office of Sustainability at greenoffice@vcu.edu.

SURPLUS PROPERTY



The Surplus Property Department is responsible for evaluating excess university property to determine the best method for disposal. This includes re-use in other departments, re-use in entities outside the university, and recycling or disposal. VCU encourages the re-use of furniture and equipment. Department personnel are encouraged to view available items by making an appointment to visit the re-use warehouse. There is no cost for surplus items, only transportation costs from the warehouse to your department.

For more information on Surplus Property Management, visit fmd.vcu.edu/physicalplant/surplus.



COMMUNITY SERVICE LEAVE

Each year, 12-month faculty members and staff are eligible to take 16 hours of Community Service Leave, allowing them to receive pay while helping at their child's school or volunteering for worthwhile causes in the community. For more information on Community Service Leave visit hr.vcu.edu. A great resource to find volunteer opportunities is HandsOn Greater Richmond, at handsonrva.org.

CAMPUS RECYCLING GUIDE

RECYCLING BIN



Cardboard, paperboard, paper bags, food & drink boxes, aluminum & tin cans, all plastics 1-7, glass bottles & jars, paper, newspaper, magazines, junk mail, and phonebooks.

ORGANIC & LANDFILL WASTE BIN



Food, tea bags, styrofoam, coffee filters, plastic bags*

*plastic bags can be recycled at your local grocery store, like Kroger near campus