



Tips for Minimizing Waste during your Office Move:

A well-planned office move can minimize waste and save money for your company. While it is important to purge unnecessary items before a move, they do not have to end up in a landfill!

- **Project Management:** If you use an outside Project Manager for coordinating the move, ask questions prior to awarding the job to make sure that the scope of work includes recycling and reusing as much as possible.
- **Moving Company:** When selecting a moving company, request bids for using reusable crates instead of cardboard boxes and plastic film. Moving companies can offer this service and remain cost competitive with traditional more wasteful moving practices.
 - StopWaste.Org prevented the use of 826 pounds of cardboard by using reusable crates. The case study on their move can be found here: www.usereusables.com/downloads/SW-Move-6-05-08.pdf
 - Moving companies who offer reusable crates:
 - Cor-o-van www.corovan.com/office_moving.jsp
 - Nor-Cal Moving Services (415) 330-2800
- **Desk and File purging:** As soon as employees start purging their desks (could be as early as 1yr prior to move):
 - Obtain additional mixed paper recycling totes or wheeled bins and make them available to employees when they are cleaning out their desks
 - Obtain additional shredders as necessary for the same purpose.
 - If possible set aside any extra space/cubes for collection of separated reusable materials such as binders, file holders, hanging folders, etc. Many organizations can distribute your unwanted office supplies to teachers and creative programs, call to check about specific materials and if they can pick up. A list of possible organizations can be found on the Stopwaste.Org recycling wizard:
 - [Recycling Wizard www.StopWaste.Org/recycle](http://www.StopWaste.Org/recycle)
- **Electronics:** Arrange for a recycler to pick up all obsolete computers and electronics that are not being moved to the new office. A list of possible organizations can be found on the Stopwaste.Org recycling wizard:
 - [Recycling Wizard www.StopWaste.Org/recycle](http://www.StopWaste.Org/recycle)
- **Furniture:** Many office furnishings can find a second life through reuse or donation efforts.

- Consider reusing and reupholstering office furniture: reupholstering can update a look without the expense of new furniture.
 - Sell pieces that are in good condition: many companies will purchase full office sets, and you may be able to use this as a credit against future purchases. Some companies that are able to purchase furniture are:
 - **One Workplace** www.oneworkplace.com (866) 632-7010
 - **Berkeley Outlet** www.berkeleyoutlet.com (510) 549-2896
 - **Ireuse** www.ireuse.com (888) IREUSE-1
 - **Check the [Recycling Wizard](http://www.StopWaste.Org/recycle)** (www.StopWaste.Org/recycle) **for a list of other handlers**
- **Final Office Clean-outs:** There will inevitably be leftover materials that are not being moved to your new location. Instead of ordering a dumpster, you can hire an office clean-out company to take away your unwanted items for reuse and recycling. They are able to keep costs down by selling and donating as much of what they haul as possible. A few companies that offer this service are:
- Ireuse www.ireuse.com
 - Ecohaul www.ecohaul.com 1-800-326-4285

This tip sheet was developed by the StopWaste Partnership, a program of StopWaste.Org, in August, 2008. For more information on the Partnership, visit www.StopWaste.Org/Partnership.