

# HOW TO:

## Add Compost to Your Building

**1 Hurry Up and Wait:** We are SO excited that you would like to help take your building to the next level and add composting service there. Unfortunately, we have a significant waiting list of buildings who have reached out to us, and we are trying to get to everyone in the order they contacted us. Right now, we are looking at a waiting list of four to five academic quarters. But we won't forget you!

**2 Provide a Floor Plan of your Building:** The first step that our office takes is to do an assessment of the waste bins you currently have in your building. Often times, the easiest way for you to increase recycling and promote composting in your building is to simply have waste bins in the right places. We will look at what you currently have and then provide a list of recommendations for where and what types of waste bins you should have in your building. This will also include a cost estimate for converting your building to composting service.

**3 Schedule a Waste Audit:** After we have had a good look at the waste bins in your building, we will want to get a good look at what is inside them. We will work with Custodial Services and Facilities to set up the waste audit, which involves the collection of 24 hours' waste from your building and time for us to sort and analyze it. We will provide another report of what we found and more recommendations of easy changes we would recommend to improve the waste diversion rate in your building.

**4 Raise Some Money:** Unfortunately, the way our funds are set up right now, each building is responsible for providing their own waste receptacles. On top of this, adding composting service to your building will cause a significant increase in your custodial costs: a typical trash can liner costs about 5 cents, while a compostable bin liner costs about 50 cents. Over the course of a year, this can be quite a significant cost increase for Custodial, so we are asking buildings to provide this cost difference for the first year of compost service.

**5 Continue the Conversation with Facilities:** After the Center for Sustainability has completed our Bin Map and Waste Audit, we will pass this information along with your contact info to folks in Facilities Management who can talk through the cost, logistics, and other details that will come up as you transition your building to include compost and additional recycling.

**6 Educate Your Building!** While having the proper bins in place will go a long way to improving your waste diversion rates, at the end of the day, waste sorting is an individual choice people make every day. Help people in your building make the right choices by educating them through email, signage, and trainings throughout the year. The Center for Sustainability is happy to help you with education and training!

Questions? Concerns? Reach out to us at [sustainability@du.edu](mailto:sustainability@du.edu)!

