



# RECYCLING TASK LIST & SCHEDULE

Group Name: \_\_\_\_\_ Date: \_\_\_\_\_

In order to easily organize your schedule of recycling, use a chart to determine the schedule that works best for you. Three examples have been provided to show you what daily, weekly and monthly recycling schedules could look like. On page 4 of this document, you will find a blank chart that you can print out and customize with what works for you and your school. Use markers or different colored pens to help organize or define areas of activity.

## EXAMPLE 1 - DAILY ROUTINE

TASK	WHERE	WHEN / WHO									
		Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays			
Emptying bins, replacing bags, and transporting recyclables from bins to recycling storage area	East Wing - Hallways and Classrooms	Ms. White's Students	Mr. Smith's Students	Mr. Taylor's Students	Ms. Peacock's Students	Custodial Staff	n/a	n/a			
"	West Wing - Hallways and Classrooms	Mr. Clapp's Students	Ms. Thompson's Students	Ms. Zito's Students	Ms. Vail's Students	Custodial Staff	n/a	n/a			
"	Gym, Auditorium, Cafeteria, Offices	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	Custodial Staff	n/a	n/a			
"	Outdoor fields and parking lot	Caitlyn & Jon	Custodial Staff	Jenni & Sarah	Ethan & Logan	Custodial Staff	Sports coaches	Sports coaches			
Sorting recyclables and tallying recycling totals on a tally sheet	Room 311	Green Club	Green Club	Green Club	Green Club	Green Club	n/a	n/a			
Clean up the sortation area	Room 311	Green Club & Custodial Staff	Green Club & Custodial Staff	Green Club & Custodial Staff	Green Club & Custodial Staff	Green Club & Custodial Staff	n/a	n/a			
Entering Recycling totals into Recycle Rally account	Laptop	n/a	n/a	n/a	n/a	Ms. Rally Leader	n/a	n/a			
Move recycling bins to appropriate locations for special events	From storage room to sports fields, auditorium, parking lot, etc.	Green Club Members with last names beginning with A-F	Green Club Members with last names beginning with G-K	Green Club Members with last names beginning with L-O	Green Club Members with last names beginning with P-S	Green Club Members with last names beginning with T-Z	Parent volunteer team	Parent volunteer team			
Promoting recycling by decorating bins, adding signs or attending to the bins during busy periods, such as lunch	Hallways, cafeteria, classrooms, events	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	Recycling Rockstars Committee	n/a	n/a			





