

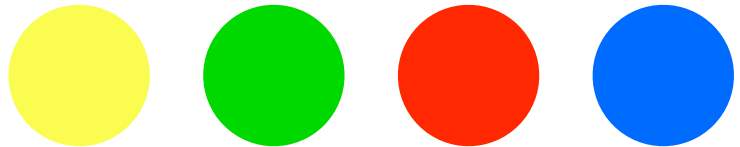
# UCT OUTDOOR RECYCLING SYSTEM

## PROBLEM REPORTING PROTOCOL

Please take note of the Problem Reporting Protocol, and help us out by using it as often as you can. With the initiative of GCI members we can keep the recycling system functioning efficiently!

### The correct set up for bins is as follows:

4 bins per station.  
Each with a different colour lid.



As you walk around campus, you may find incomplete stations, lone bins, or missing lids. Here is what to do if you see a problem:

### HOW TO REPORT ANY OF THE ABOVE PROBLEMS:

1. If you see an incomplete bin station/lone bin and are physically able to move the bin(s) back into position, you have permission to do so.  
(Grey bins are not fixed to the ground and are fairly light, so two people or one strong person can move one).
2. If you see:
  - a) an incomplete bin station/lone bins and are unable to move them (e.g. heavier stone bins),
  - b) or bins that are missing lids,
  - c) or an incomplete set of lid colours (e.g. two of one colour, and none of another),please e-mail both of the coordinators of the Open Systems portfolio ([dcfancis@gmail.com](mailto:dcfancis@gmail.com), [nicolina@iafrica.com](mailto:nicolina@iafrica.com)) or sms 0827682929 [please use cell number for recycling system error reports only].

In your e-mail/sms please clearly state **(1)** the details of the problem and **(2)** the location of the problem.

The coordinators will put any problem reports in a weekly report that will send to properties and services. Property and services will then get their staff to attend to the various problems that arise.

Thank you,  
Nicki and David  
(GCI Open Systems portfolio)