

Monthly Shredding Pick Up Schedule

This is a free service to our District through Westchester County. The truck will be stopping at all schools and at Ed House. Please refer to the list below of what can be shredded and what cannot be shredded and let your head custodian know where it will be located.

Office managers, please notify the purchasing agent one week prior to pick up, the amount of shredding boxes you have at the school. The purchasing agent will let the county office know what schools will require pick up for each month.

Below is the monthly schedule:

2020:

January 27
February 18
March 16
April 16
May 19
June 18
July 9
August 18
September 18
October 20
November 19
December 18

You can leave in the material:

- Staples
- Paper clips
- Small binder clips

The material CANNOT have: (these items can damage the blades)

- Large binder clips
- Metal clips/binders
- Hard cover material
- Loose leaf binders- papers must be removed
- Hard cover journals

Staff must check for any flammable/combustible items – i.e. matches, lighters or any item that can cause a fire within the truck.