



Deconstruction Recycling How-to Guide



Includes:

- the information you need to manage the dismantling of your building so you can recycle its components.
- tips for marketing building materials, fixtures, and furnishings for reuse.



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- tips for marketing building materials, fixtures, and furnishings for reuse.

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Why Reuse and Recycle?

It's good for you.

- Save money** by avoiding landfill and dumpster hauling fees.
- Make money** by selling reusable items.
- Limit your future liability** by disposing of materials properly.
- Achieve credits** toward a LEED® or a local green certification program.
- Reduce difficulties** such as space limitations during demolition.
- Gain positive media attention** for your business or organization.

It's good for others.

- Feel good** about making sure that perfectly usable items find a second home.
- Be a role model** who promotes and encourages similar action in others.

It's good for the environment.

- Keep hazardous items** out of landfills to protect our groundwater.
- Reduce waste** sent to landfills, which contain 30-45% construction/demolition debris.
- Preserve our natural resources** by reusing material so less virgin material is needed.



Above: This newspaper story brought favorable attention to an area business that made items available to people like those at right.



Definitions

Reuse: To use something again in its original form for the same or different purpose

Recycle: To re-process a material for extraction of raw materials to be put back into the resource cycle



When to Recycle

You have opportunities before you tear down, during, and after.

Before tearing down, deconstruct.

- Proper disposal or recycling of certain hazardous materials is required by law. *(See pages 16, 18)*
- Many perfectly reusable items should, if possible, be kept out of the landfill and reused. This guide will help you deconstruct and market building materials, fixtures, and furnishings for reuse.

Definitions

Deconstruct: To systematically dismantle a building to salvage building materials, fixtures, and furnishings for reuse and recycling

Demolish: To destroy an existing building

During demolition, after you have deconstructed and marketed reusable materials:

- Some of the remaining materials are not required to be recycled, but you may prefer to hire demolition contractors that recycle materials such as ceiling tile, metal, and asphalt.
- Provide containers for your contractor to recycle food and beverage containers, cardboard, and paper. This will make for a cleaner work site and less waste.

During construction, consider this:

- Ask your contractor to save overruns of construction materials. Call Habitat for Humanity to haul away good, reusable materials. *(See page 20)* Request that metal and untreated wood scraps be recycled if markets exist.
- Provide containers for your contractor to recycle food and beverage containers, cardboard, and paper. This will make for a cleaner work site and less waste.

During occupancy, continue your responsible action:

- Encourage recycling in your new building or home by joining local environmental action programs such as EnAct. For information visit www.enactwi.org or call (608)280-0800



Ceiling tiles can be removed and reused or recycled by manufacturers. There is much of value to others in your building.





Take Inventory

Make a list of salvageable items in your building, inside and out.

Categories of Salvageable Items

Building Materials (BM) Building components such as windows, doors, flooring, cabinets, counter tops, ceiling tile, and stair railings.

Fixtures (FI) Items that are attached to the building, and are not integral to the building structure, such as light fixtures, plumbing fixtures, mirrors, medicine cabinets, and built-in shelving.

Furniture (FR) Freestanding items that could be removed easily like chairs, desks, and tables.

Equipment and Appliances (EA) Freestanding equipment and appliances, such as kitchen appliances, phones, computers, televisions, and typewriters.

Miscellaneous (M) Removable items such as bulletin boards, blinds, and cans of paint.

Outside (O) Items such as benches, shrubs, perennials, landscape timbers, and decorative stones.

1. Walk through your building(s) and list items from the categories above.

(Use blank inventory form on page 5)

- You'll need a clipboard with inventory sheets, pen, tape measure, and a camera.
- Decide how to move through the building most efficiently to complete this task and organize your information. Will you inventory one room at a time or inventory by one category at a time, such as "Furniture"?
- Allow adequate time. One house may take 2-4 hours to inventory depending on the quantity, type, and condition of materials present.
- Use a friend's help. The process is easier with two people. One of you can measure items and take pictures while the other person writes down information. Switch jobs to make it more fun.
- Focus on higher value and larger quantity items. For these items, mark notes of special interest like color or dimensions.
- For large quantities of identical items, list the item, use tally marks, then total them.

2. Assess the market value of building materials, furniture, and fixtures. *(See page 7)*

3. Measure and photograph items when detailed information is necessary. *(See page 6)*

- Once you know the market value of the materials in your inventory, decide whether you would like to sell them or give them away. If you plan to sell valuable items or a large quantity of identical items, a more detailed description, dimensions and a photo can be useful and appealing to prospective buyers.
- If you are a business or individual with a large quantity of salvageable items on hand, you might consider a detailed photographic inventory which can be posted on your web site or emailed to interested parties.



Take Inventory

Create a pdf of photos to go with your inventory.



Whether you are deconstructing a commercial space or a home, there are many items of value to others which you can photograph and share via the internet in order to find interested parties.



Take Inventory

Know what it's worth.

These items are **quite valuable.**

Antiques, vintage, or architectural elements such as art deco light fixtures or stain glass windows.

These items can likely be **sold easily, at a good price** if in good condition.

Appliances/Equipment

Refrigerator
Dishwasher
Stove
Microwave

Building Materials

Solid wood door
Steel exterior door
Wood flooring
Cabinets

Fixtures

Ceiling fan
Light fixture

Furniture

Dresser
Desk (wood)
Bed frame
Couch
Chair
Table
File Cabinet

These items can be offered **cheap or free, and will likely find a home.**

Appliances/Equipment

(moderate to poor condition)
Refrigerator
Dishwasher
Stove
Microwave

Building Materials

Counter tops
Bricks
Ceiling tile
Unsoiled carpet

Fixtures

Sinks

Furniture

(moderate to poor condition)
Dresser
Desk
Mattress
Couch
Chair
Table

These materials have **value to recycling companies.**

Appliances/Equipment

Freon

Building Materials

Ceiling tile
Dimensional lumber
Copper pipe
Metal duct work

It will be **difficult to find a home** for these.

Appliances/Equipment*

(good condition)
Radiator
Water heater
Furnace

Building Materials

(poor condition)
Carpet

Fixtures

Toilets

Furniture

(dirty or damaged condition)
Chair
Couch
(moderate condition)
Desk (metal)

*Try to find that special person who sees the value in these items.

Make Deconstruction Decisions

Choose the best way to deconstruct your building materials.

Based on your budget, schedule, and goals, one of these options will work well for you. Start with deconstructing the items which are most valuable and marketable. *(See page 7)*

Option 1 Deconstruct materials yourself. Involve family, friends, and neighbors.

This is economical, and it could be a fun way to involve your community. You'll need the right tools so if you don't have them, borrow, rent, or buy them. Plan for handling heavy items. Consider renting a dolly. Be sure that you or your volunteers have deconstruction expertise. Safety is a big issue.

Option 2 Have interested individuals to bring their own tools and deconstruct items.

This is also economical, but liability is a big issue. Have everyone sign a Waiver of Responsibility before beginning work. *(See page 17)*

Option 3 Contact Habitat ReStore staff about deconstructing materials.

Trained Habitat ReStore volunteers and a professional crew leader will come and deconstruct items if they are interested in what you have available. *(See page 20)* They will bring their own tools and expertise and haul the materials to their ReStore. Habitat ReStore should be fully insured. Ask to see the certificate of insurance. They will require you to sign a contract.

Option 4 Hire day laborers to deconstruct your building materials.

Hiring day laborers is less expensive than hiring tradesmen, but you must be available to supervise their work. You will probably need to supply the appropriate tools. The day laborers should be insured through the agency you used to hire them. Ask to see the certificate of insurance. Safety is an important issue with laborers that might not have done this type of work. Have everyone sign a Waiver of Responsibility before beginning work. *(See page 17)*

Option 5 Hire your contractor or tradesmen to deconstruct your building materials.

Your contractor has all the necessary tools, equipment, and expertise to safely accomplish the task with no supervision. Tradesmen should be fully insured, limiting your liability and safety concerns. Ask to see the certificate of insurance. You may be able to negotiate a deal with a contractor who has an interest in responsible deconstruction or who may be interested in salvaging some of the high value materials in exchange for labor.



Tools you might need:

Hammer
Screwdriver
Crowbar
Cordless Drill
Wrench
Power drill
First Aid Kit
Safety glasses
Work gloves



Make Deconstruction Decisions

Choose the best way to make items available for reuse.

Would you like to donate items or sell them? Or a little bit of both?

Option 1 Here are two ways to donate items to individuals or organizations.

- Call and ask if Habitat ReStore (*See page 20*) or other non-profits are interested in any fixtures or building materials which you deconstruct in advance or which they deconstruct themselves. Their volunteers will haul items away. Your donation of items is tax-deductible.
- Hold a Give-away Day. See Option 3 below for tips. You can deconstruct in advance or have people bring their own tools on the day of the event. Your donation of items to others is tax-deductible. Create a receipt that identifies the value of materials donated. Ask the recipient to estimate the value, sign, and date receipt.

Option 2 Here are two ways to sell items to defray your costs or to benefit a cause.

- Hold a Deconstruction Sale. Deconstruct everything ahead of time or have people bring their own tools on the day of the sale.
- Advertise items that are for sale and have buyers come by appointment. Deconstruct in advance or have people bring their own tools.

Option 3 Here are two ways to give away some free items.

- Publicize a certain time in the sale after which certain items (or everything) will be free.
- Publicize certain free items in your sale.

Rescued from the Landfill It all adds up!

When people find items they can reuse, tons of debris are diverted from our landfills. In Dane County, the landfills are made up of 45% demolition and construction debris. In one recent deconstruction sale, more than 6.5 tons of material contained in a commercial building were reused rather than dumped in a landfill. This table shows how this calculation was made. You can keep track of what you save by taking notes and pictures as people leave with their items. Below right, furnishings will be used to expand a community based residential facility.

Item	Qty	Total Weight
Cabinets	119	7,616
Shelving Unit	39	1,326
File Drawer Unit	12	1,140
Desk, wall mounted	17	731
Door	6	516
Countertop	10	490
Desk, floor	3	450
Light Fixtures (2x4)	36	360
Sinks	8	200
Light Fixtures (2x2)	18	180
Shelving Boards	25	75
Miscellaneous Items	-	290
		13,374





Plan Your Event

Get ready for your Deconstruction Sale or Give-Away Day.

☐ Choose the date(s) for your event.

- Allow time for advertising or media coverage. (See page 11)
- Schedule your event at a good time for attendees. Fridays and Saturdays are best, but another option to consider is 4-8 pm on week nights. Decide whether to have a one or two day event.
- Perhaps you would like to have people buying in quantity walk through your building in advance of the event to purchase items. If so, set two appointment times and encourage interested parties to come at those times.

☐ Think about the logistics of your event.

- Where will people park? Where will they pull up and load their items? Will you rent or borrow dollies? How many will be needed, for how long?
- When will people pick up their items? The day of the event or at a later date? Publicize the that you want people to remove their items the day of the sale if you decide to make that the only option. If items are picked up at a later date, you can set a short, clearly specified time (“Next Saturday, 8-10 am”) or let people come by appointment.
- When will people pay for their items? We suggest that they pay in advance if they must return at another time to pick up their items. How will they pay? Cash only, or will you take checks?
- Tell your neighbors about the sale. Are they interested in purchasing items, helping to deconstruct materials, or volunteering at the sale?
- How many volunteers will you need? They will be necessary to direct people, to help people tag items with their name to reserve them for pick-up, take payment for items, create receipts, and answer questions. If deconstruction is occurring at the sale, volunteers will be needed to make sure waivers are signed (See page 17) and to monitor safety.
- What kind of directional signs or price signs will you need? How many do you need and where will you place them? (See pages 12-15)

☐ Decide how to let people know about your event. (See pages 12-15)

☐ Develop a time line for tasks leading up to the event. (See page 11)

☐ Decide how to price your items.

- Price items individually or in quantity. Tag each item or post signs listing types of items and pricing.
- Don't overprice. Items should cost less than they would at the local second hand store so they will move more quickly. (Examples: Door with frame \$45, solid wood door \$35, mirror \$5, 2-door cabinet unit \$35, desk \$15, chair \$10, carpet \$10 per roll, ceiling tile \$25 per van or pickup load.)
- Early in the sale, don't bargain. Treat everyone fairly. If items don't move quickly enough, discount them half way through the sale or if purchased in bulk..

Sign In Sheet Waivers (see px) Directional signs Informational Signs Price Lists Name tags Extra paper FAQ for volunteers	<u>What you may need for the day of the event:</u> Cash to make change Calculator Expenses/Receipts Envelope Markers Paper Pens	Snacks and drinks Table cloth Water bottle Scissors Tape Tape measure Screw drivers	Apron with pockets or fanny pack Camera Cell Phone First Aid Kit Flashlight Hand tools
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Plan Your Event

Adjust this time line to fit your needs.

One month before

- Pick a day for your event. *(See page 10)*
- Notify your neighbors as soon as possible.
- Generate a list of volunteers.
- Schedule asbestos and lead paint testing. *(See page 16)*
- Invite Habitat ReStore to walk through the site. *(See page 20)*
- Write and place story in local newsletters. *(See page 14)*

Three weeks before

- Take inventory. *(See pages 4-5)*
- Take photographs. *(See page 6)*
- Post sale on web sites. *(See page 15)*

Two weeks before

- Write ads. *(See page 14)*
- Write email announcements of sale. *(See page 15)*
- Post announcement on area list serves *(See page 20-21)* and send to your contacts.

One week before

- Place ads in paper for 7 day run.
- Send email reminders.
- Post signs around your neighborhood.
- Put up a sandwich board or other large sign for passers by to see.
- Contact local media if you want visibility in community announcements, press, radio, or TV.

Day before

- Double check to be sure you have all items you need for sale. *(See page 10)*
- Confirm with those who agreed to help with the event.
- Set up for the event, so it's all ready to go when you wake up.
- Get a good night's sleep and set your alarm clock to get up early!

Day of event

- Put directional signs up at street corners and at sale site.
- Provide Frequently Asked Questions (FAQ) sheet to volunteers.
- Be ready thirty minutes prior to sale. Bargain seekers love to come early!

Pick up day *(Optional)*

- Put directional signs up at street corners and in front of sale.
- Provide a dolly or two, and volunteers or workers to assist with removal.



Market Your Materials

Let everyone know about your Deconstruction Sale or Give-Away Day.

Make phone calls.

- Notify your friends and neighbors of your event and ask them to spread the word.

Take phone calls.

- You'll get a lot of interest. Be available to take calls or create a voice mail to answer people's queries.

Send emails to your contacts and post an announcement on area listserves.

- Be sure you attach a PDF of your inventory and photos if you have any. Or include a link to view an inventory and/or pictures of items on your web page. (See page 6)
- Learn about listserves in your area. Timing and reminders are both important. (See page 11)

Pass out flyers and post signs in your community.

- Cover the local coffee shops, stores, community bulletin boards, and your workplace. (See page 13)

Place ads in newsletters and newspapers.

- Place ads either for a full week leading up to the sale or for a day or two. (See page 14)
- Consider placing ads in several spots, including Garage Sales and Building Materials. (See page 14)

Seek media attention.

- Call and send a press release to local papers, TV, and radio stations the week of the sale.
- Write an editorial about how your event helps your community for your local newspaper. If it appears before the sale, it will bring you customers. After the sale, it will still bring you positive publicity and set a good example for your community, as shown in the article below right.

Post signs at site of sale.

- If your sale is in a visible spot, use a sandwich board like the one shown below or some other durable large sign a week in advance and on the day of sale.
- On the day of your sale, use signs liberally to help people find the site of your sale, parking, and loading area.

The sign at right was created using a publishing program, then printed in full color and laminated at a local printer. Attached to a sandwich board at the sale site the week before, it withstood the weather and advertised the sale. At far right is a story about a deconstruction sale which appeared in a local newspaper and generated a lot of interest in a large quantity of items which were available for some time.



CHARITIES ARE FIRST IN LINE

Gall Musillami, program director for Housing Initiatives Inc. in Madison, buys a clock Friday at the old Methodist/Meriter Hospital building at South Henry Street and West Washington Avenue.

Madison real estate developer The Alexander Company plans to raze the building and redevelop the site as a mixed-use development. It is selling the building's furniture and fixtures first to local charitable organizations at a discount, then to the public. Friday, bids sold for \$25. Any items not sold after the charitable organizations take their final picks Oct. 14 will be available to the public Oct. 21 from 8 a.m. to 4 p.m.

For more information, go to www.madisonenvironmental.com/.



Market Your Materials

Use these examples as a guide to creating your own posters, flyers, and signs.



Use powerful words, like “everything must go” and “rock bottom prices”, to attract customers to your sale.



Posted the week before, this sign gives pedestrians more information about the sale. Always emphasize “Free”.



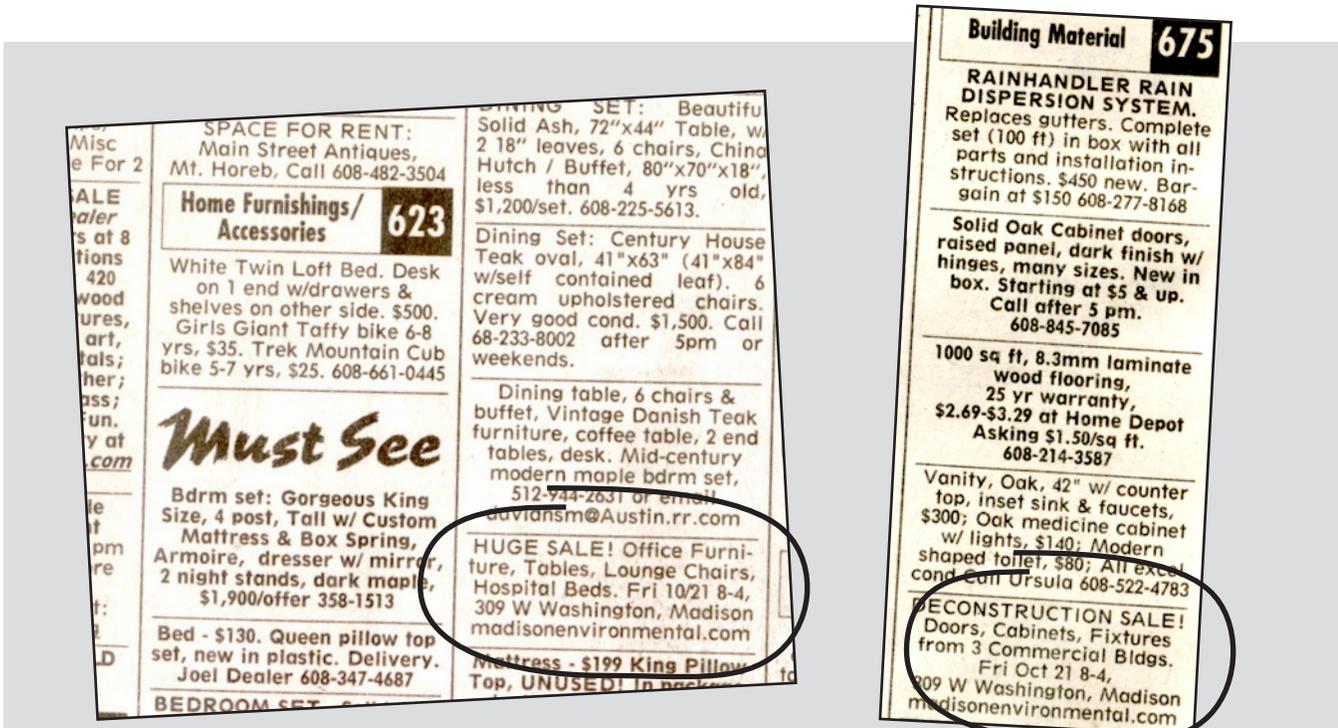
To get the attention of potential buyers driving by your sale site, be sure to use bright colors and large, bold lettering.



This flyer, posted around the neighborhood or delivered to neighbors, is simple, economical, and effective.

Market Your Materials

Use these real examples as a guide to creating your own ads.



An ad for this large sale was placed in several different categories so that buyers searching for furniture and those searching for building materials would both find it. Note the wording which is tailored to each buyer.

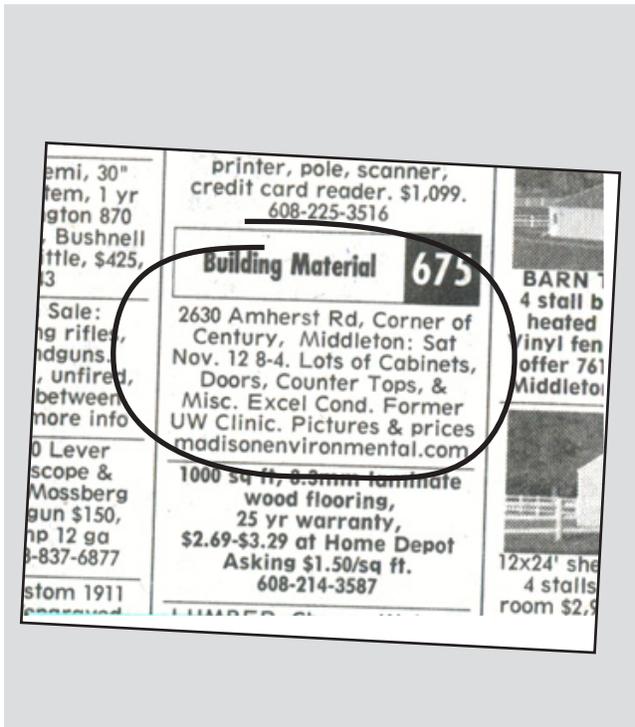
You're invited to a Deconstruction Open House at 5030 Lake Mendota Drive. In anticipation of plans to construct a new home on the property, every effort is being made to facilitate the reuse of building materials, appliances, furnishings, and many other items from this 1938 Dutch Colonial.

Open Houses will be held on Tuesdays September 28 and October 5, 2004, from 5-7pm.

The site has been in the Pearson family since 1853. It is their wish that the building be put to the highest possible level of reuse. The Open House also serves as a viewing opportunity for any parties who may be interested in relocating the house in its entirety. A complete list of items (both sale and free if you remove) can also be found at [web site]. You must remove items between October 30 and November 2.

At the Open House, the architectural plans for the new home, to be constructed starting later this year, will be shared.

Don't let this home wind up in a landfill!



You can write a short piece for your neighborhood or company newsletter. Check printing deadlines to be sure it is timely.

Your ad must be short to be economical, yet also gain attention. Decide whether to run for several days or a week.



Market Your Materials

Create your own emails and web postings, using these examples.

SUBJECT LINE: **Don't Miss this Neighborhood Sale!**

You are invited to one of two deconstruction sales, both held at 409 W. Gorham Street. All building materials, appliances, fixtures, and furnishings must go!

Wednesday, May 18 from 4pm-5:30pm
Thursday, May 19 from 7am-8am

These are special early showings for organizations, non profits and neighbors only. In order to minimize waste and maximize reuse, Madison Environmental Group, Inc. is coordinating the removal of materials from 5 houses on West Gorham Street.

For more information and a complete inventory, please visit www.madisonenvironmental.com

If you are interested and are planning on attending, please RSVP to ___ at ___@madisonenvironmental.com

We look forward to hearing from you,

SUBJECT LINE: **Everything Must Go!**

You are invited to one of two deconstruction sales at 409 W. Gorham Street in downtown Madison. Building materials, appliances, fixtures, and furnishings must go!

Thursday, May 19: 8am-12pm
Friday, May 20: 8am-12pm
(everything free Friday after noon)

In order to minimize waste and maximize reuse, Madison Environmental Group, Inc. is coordinating the removal of materials from 5 houses on W. Gorham Street.

For more information and a list of possible items available, please visit www.madisonenvironmental.com

If you have questions, please contact ___ at ___ or ___@madisonenvironmental.com

Feel free to forward to other interested parties.

We look forward to seeing you!

The first email for this sale was sent to a special group as an early opportunity for them to shop; the second to the general public.

Building Materials Sale! November 12, 8-5 at the former UW Clinic Building, 2630 Amherst Rd., Middleton, WI. Fifteen thousand sq. ft. of doors, cabinets and counter tops in excellent condition will be sold at rock bottom prices to make room for custom office space at Century Avenue Office Condominiums. [click here to view photos and learn more about the sale»](#)

Sample announcement for web site

SUBJECT LINE: **Building Materials Sale!**

You are invited to a public sale at the site of the new Century Avenue Office Condominiums in Middleton. Lots of matching cabinets, doors, counter tops, and other materials in great condition will be sold at rock-bottom prices! For photographs and prices, visit www.madisonenvironmental.com

Saturday, November 12, 8:00 AM - 4:00 PM
2630 Amherst Rd., Middleton, WI

A 30 year old building that was most recently a UW clinic will be remodeled into custom office spaces. For more information about the Century Avenue development, contact ____ .

[Insert detailed DIRECTIONS here.]

COME PREPARED TO MOVE YOUR ITEMS THE SAME DAY AS THE SALE. This sale is a one-day opportunity to purchase materials at great prices, so be sure to get to the sale early!

Please forward this announcement to others.

Happy Reuse,

SUBJECT LINE: **Furnishings at Rock Bottom Prices!**

You have a unique opportunity to purchase furnishings and fixtures in bulk. Madison Environmental Group is coordinating the reuse of materials from three large commercial buildings in Madison, Wisconsin, before they are deconstructed for the Alexander Company's Capitol West development.

Please visit www.madisonenvironmental.com for more information and complete inventories of the sale items contained in approximately 300,000 square feet. If you have an interest, please contact ___ at ___ or ___@madisonenvironmental.com to schedule a time to walk through the buildings to purchase items such as :

700+ solid wood doors
100+ light fixtures
100+ sinks
500+ chairs
100+ desks
150+ tables
plus shelving, appliances, countertops, cabinets and more

Please feel free to forward information about the sale to others.

We look forward to hearing from you,



Be Safe

Limit your risk and keep your deconstruction site safe.

Lead Paint

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly. Lead-based paint that is in good condition is usually not a hazard.

Peeling, chipping, chalking, or cracking lead-based paint is a hazard and needs immediate attention. Lead-based paint may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear. These areas include:

- Windows and window sills.
- Doors and door frames.
- Stairs, railings, and banisters.
- Porches and fences.

Lead dust can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when people vacuum, sweep, or walk through it.

Important: According to Wisconsin law, painted items containing lead should not be sold or given away.

Asbestos

Asbestos is found in materials such as floor and ceiling tile, duct work, and exterior siding. Asbestos abatement is best conducted after you deconstruct all materials that are asbestos free.

Deconstruction Site

- Make sure to turn off the power when removing light fixtures. Test the light switch before.
- Wear closed toed shoes (steel toed boots are best) and long pants.
- Be sure to turn off the water before removing sinks. Test the water faucet before you start.
- Do not allow children on the site during deconstruction.
- Provide a break with water and snacks for deconstruction workers at least every three hours.

Have people sign liability forms before deconstructing or moving any item. (See page 17)



If possible, provide volunteers with stong backs to help people move and load their items. An alternative is to ask buyers who need help to provide a tip or standardized fee to those who help them move and load their purchases.



Be Safe

This form will not protect you from being sued if there is an accident, but it acts as a communication tool to limit your liability.

Deconstruction & Removal Liability Release Form

List the equipment, building materials, and/or other items being deconstructed:

_____ hereby agrees to hold _____
(Person deconstructing) *(Person hosting deconstruction activity)*
harmless and indemnify same for bodily injury and/or any and all claims of whatever nature incurred during the process of deconstruction and removal, including but not limited to:

- Operating in all areas of the building site at _____
- Deconstructing items described above;
- Moving items described above inside and outside of the buildings;
- Loading items described above for removal.

In witness whereof, _____ has executed this agreement on this _____ day
(Person deconstructing)
of _____ 20____, _____, Wisconsin.

Person deconstructing

Person hosting deconstruction activity

Print Name

Print Name

Signature

Signature

Business / Organization

Address, City, State, Zip

Phone / Email



Resources

Landfill bans and recycling requirements in Wisconsin

Materials banned from landfills in Wisconsin

Please recycle the following materials on your job site.

Food and Beverage Containers

- Aluminum Containers (*food and beverage*)
- Glass Containers (*food and beverage*)
- Steel Containers (*food and beverage*)
- Bi-Metal Containers made from steel and aluminum (*food and beverage*)
- Plastic Containers #1-2

Hazardous/Infectious Materials (*or their containers*)

Lead Acid Batteries

<http://www.co.dane.wi.us/pubworks/recyc/batteries.htm>

Major Appliances

This includes air conditioners, clothes washers and dryers, dishwashers, refrigerators, freezers, stoves, ovens, dehumidifiers, furnaces, boilers or water heaters. Microwave ovens may be landfilled only if the capacitor has been removed. In Madison you can purchase a sticker to recycle your appliances at your local library or at www.ci.madison.wi.us/streets

Paper

- Corrugated Paper (*cardboard or other containerboard*)
- Magazines (*and other materials printed on similar paper*)
- Newspapers (*and other materials printed on newsprint*)
- Office Paper

In Madison, you can recycle the food and beverage containers and paper mentioned above by using the new, free cart system. Just set the cart at curb side for city trucks to pick up. For more information, visit <http://www.ci.madison.wi.us/streets/Automated%20Collection%20Proposal.htm> or call George Dreckmann at (608) 267-2626. To learn about Dane County services, visit <http://www.countyofdane.com/danedept/pubworks/recyclecontact/display.asp>

Paint

<http://www.co.dane.wi.us/pubworks/recyc/solvents.htm>

Waste Oil

<http://www.co.dane.wi.us/pubworks/recyc/oil.htm>

Waste Tires

<http://www.co.dane.wi.us/pubworks/recyc/tires.htm>

Yard Waste (*includes grass clippings, leaves, yard and garden debris*)

Regulated materials

Asbestos (*see page 16*)

Fluorescent and Incandescent Bulbs

A complete list of local recyclers is on the Internet at <http://www.co.dane.wi.us/danedept/pubworks/recycle/lights.asp>

Lead (*see page 16*)

Thermostats Containing Mercury

Mercury is a hazardous waste, but the Universal Waste Rules allow thermostats to be recycled without going through hazardous waste permitting processes. Several HVAC wholesalers will accept these thermostats for recycling as shown on the list at <http://www.countyofdane.com/danedept/pubworks/>



Resources

Information about recycling in Dane County, Wisconsin

recycle/thermostat.asp, or they can be taken to the Dane County Clean Sweep facility at 2302 Fish Hatchery Road. Call ahead at (608) 294-5358).

The Department of Natural Resources (DNR) has handy fact sheets that can give you much more detail. *Order Pre-Demolition Environmental Checklist*, DNR Publication WA-651-03 for further information. Contact Lance Green at (608) 264-6049 to order or visit DNR website.

Other DNR publications you may find useful include:

Concrete Recycling and Disposal Fact Sheet, Publication WA-605 2004

Safe Lamp and Bulb Management, Publication WA 195-03

Paint Removal: Commercial and Residential, Publication WA-173 98

Waste Lead Acid Batteries: Management Requirement for Generators and Transporters, Publication WA-385 98

Other materials to recycle *(though they are not mandated by law in Wisconsin)*

Ceiling Tile

If a reuse opportunity is not found for ceiling tile, it can be recycled by Armstrong Ceiling Tile. Tiles must be stacked on a pallet 4 feet high and shrink wrapped for pick-up by Armstrong. Pick-up is free of charge, and usually occurs within 7-10 days. One full truck load of ceiling tile consists of about 4x4 pallets.

Computers and Televisions

Computers contain hazardous materials such as lead, cadmium, mercury, and lithium and should be recycled. Cascade Asset Management partners with Dane County and the City of Madison to offer a semi annual computer and television round up day. Visit their website <http://www.cascade-assets.com/individual/roundup.htm> or Madison's Streets Division web site for more information and collection days.

Masonry and Clean Concrete

Uncontaminated concrete and masonry can be hauled to Wingra Stone for crushing and processing into concrete screening. Find other markets at <http://www.co.dane.wi.us/pubworks/recyc/asphalt.htm>

Metal

Metal can be collected in a separate dumpster or brought in a pick up truck to metal salvage companies such as All Metals Recycling, LLC. A full list of markets is available at <http://www.co.dane.wi.us/pubworks/recyc/metal.htm>

Oil Based Paints, Stains, Solvents and other Household Hazardous Waste

The Household Hazardous Waste Program provides an opportunity for homeowners of Dane County to safely dispose of hazardous waste, free of charge. The Collection Season opens in May and run through October. They're open every Tuesday, Wednesday, Friday, and Saturday from 7:30 A.M. to 2:00 P.M. The facility is located in Madison at 2302 Fish Hatchery Road. When you bring in a load, products and materials should be packaged to keep them from spilling or breaking on the way. Leave materials in their original containers. DO NOT MIX like or unlike materials together. Leaking containers may be placed, as is, in another container. Label the outside container.

Pallets

<http://www.co.dane.wi.us/pubworks/recyc/pallets.htm>

Wood

Collect dimensional, untreated wood in containers onsite during deconstruction. Wood can then be hauled and shredded by Pellitteri Waste Systems. Find other markets at <http://www.co.dane.wi.us/pubworks/recyc/wood.htm>



Resources

Helpful information and sources in Dane County, Wisconsin.

Donation markets for used building materials and fixtures

Call ahead for free home pick-up times.

Goodwill Donation Centers

Goodwill Donation Center, 1302 Mendota, Madison, (608) 246-1990
Goodwill Donation Center, 4595 W. Beltline Hwy., Madison, (608) 271-0048
Goodwill Donation Center, 2501 Royal Avenue, Madison, (608) 224-0780
Goodwill Donation Center, 2635 University Avenue, Madison, (608) 236-9699
Goodwill Donation Center, 1479 W. Main, Sun Prairie, (608) 825-6096

Habitat ReStore

The most established market for reused building materials in Dane County is the *Habitat for Humanity of Dane County ReStore (Habitat ReStore)*. Their trained volunteers deconstruct and remove residential building materials and fixtures which are then resold at their store on Cottage Grove Road (*Open 10:00 am - 6:00 pm, Wednesday – Saturday*). Revenue from the sale of materials which you donate to *Habitat ReStore* go toward the construction of affordable homes. This is a tax-deductible donation. Once you inventory the materials in your building, ask *Habitat ReStore* whether they are interested in any of your items. Any asbestos abatement should occur after the removal of items and building materials. After *Habitat ReStore* completes its deconstruction work, it will provide a list of items diverted from the landfill and will indicate this quantity in pounds. For further information, visit <http://www.restoredane.org>

Habitat Restore
208 Cottage Grove Road
Madison, WI 53716
(608) 661-2813

Saint Vincent de Paul Stores

Saint Vincent de Paul, Dig and Save Outlet, 1900 S. Park Street, Madison, (608) 250-6370
Saint Vincent de Paul, 1309 Williamson, Madison, (608) 257-0673
Saint Vincent de Paul, 4293 W. Beltline, Madison, (608) 278-2925
Saint Vincent de Paul, 111 W. Jefferson, Stoughton, (608) 873-3655
Saint Vincent de Paul, 213 S. Klein Drive, Waunakee, (608) 850-6271

Listserves for posting reusable materials

Business Materials Exchange of Wisconsin (<http://www.bmex.org>)

The Business Material Exchange of Wisconsin (BMEx) is an electronic material listing service designed to match companies and organizations that need materials with those that have reusable, surplus, or by-product materials available. Using the program may help your business save money on disposal costs, provide low or no-cost materials, help find new markets for surplus materials, and demonstrate environmental responsibility by conserving raw materials and natural resources. Users from across the country and around the world can easily place materials on the exchange, as well as search for and respond to materials already listed.

Community Shares of Wisconsin (<http://www.communityshares.com>)

They may be able to pass on your email and announcements to their list of nonprofits in their network.
612 W. Main, Suite 303
Madison, WI 53703
(608) 256-1066

(continued on next page)



Resources

Helpful information and sources in Dane County, Wisconsin.

Listserve for posting reusable materials *(continued)*

Craig's List (<http://madison.craigslist.org>)

You can list items for sale or free, and residents of Dane County as well as other areas will be reached.

Madison Freecycle (<http://groups.yahoo.com/group/madisonfreecycle>)

This is a Yahoo group that allows users to post notices for materials available for reuse. *These items must be available free of charge.* You must join the group to post an offered item. Once you join, your first few posts will be reviewed by the moderators before being posted. For more general information on the Freecycle concept (or if you are interested in starting a Freecycle group in your area), check out the Worldwide Freecycle Network at <http://www.freecycle.org>.

If you have any questions, please contact us at: madisonfreecycle-owner@yahoogroups.com

Madison Stuff Exchange (<http://www.madisonstuffexchange.com>)

This resource provides an outlet to exchange, give away, or sell unwanted but perfectly usable items to avoid their disposal in a landfill. Contact George Dreckmann at gdreckmann@cityofmadison.com and request a posting for your upcoming sale or free items available.

Sustain Dane Listserve (<http://www.sustaindane.org>)

Sustain Dane, an organization promoting sustainability principles in Dane County, offers several listserve email groups to share announcements, questions, and resources related to local and regional sustainability. Check out the section of the website entitled "Listserve" for more information. To subscribe to the group, an email must be sent to sustaindane-subscribe@yahoogroups.com

United Way of Dane County (<http://www.uwdc.org>)

They may be able to pass on your email and announcements to their list of nonprofits in their network.

2059 Atwood
Madison, WI 53703
(608) 246-4350

**Thank you for reusing and recycling building materials.
You're making a difference.**

Please share your resources, photographs, and ideas for the next edition of this guide. Contact Madison Environmental Group at (608) 280-0800 or meg@madisonenvironmental.com



Why reuse and recycle building material?

It's good for you.

Save money by avoiding landfill and dumpster hauling fees.

Make money by selling reusable items.

Limit your future liability by disposing of materials properly.

Achieve credits toward a LEED® or a local green certification program.

Reduce difficulties such as space limitations during demolition.

Gain positive media attention for your business or organization.

It's good for others.

Feel good about making sure that perfectly usable items find a second home.

Be a role model who promotes and encourages similar action in others.

It's good for the environment.

Keep hazardous items out of landfills to protect our groundwater.

Reduce waste sent to landfills, which contain 30-45% construction/demolition debris.

Preserve our natural resources by reusing material so less virgin material is needed.



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