



NTUs
BIG CLEAR OUT
2012

Project Report

Author: Rachel Staten

Approved: Sarah Thorp

Version: Final

Date: September 2012



In Partnership with;



Contents

1. Summary	Pg. 2
2. Introduction	Pg. 3
3. Communication	Pg. 3
4. Collections	Pg. 3
5. Project Team	Pg. 4
6. Charities	Pg. 4
7. Bags and Storage	Pg. 4
8. Budget	Pg. 5
9. Volunteers	Pg. 5
10. Results	Pg. 6
11. Feedback	Pg. 9
12. Recommendations for 2013	Pg. 9

Charts and Tables

Figure 1. Breakdown of Donated Items	Pg. 6
Figure 2. Breakdown of Halls of Residence Donations	Pg. 7
Figure 3. Breakdown of Halls of Residence Donations Over 3 years	Pg. 7
Figure 4. Total Donation Weights 2010 – 2012	Pg. 8
Table 1. Totals Over 3 years Discounting Dirty Kitchenware	Pg. 8
Figure 5. Time Management	Pg. 8

NTU's Big Clear Out 2012 Report

1. Summary

For the third year running NTU's Big Clear Out campaign was met with success on all campuses. With the help of staff and student volunteers in partnership with local charities and the Nottingham City Council (NCC) NTU successfully collected **5.7 tonnes** of donations for reuse in the local community, making a total of **12.3 tonnes over the last 3 years!**

The number of charities involved this year has increased to 9 different organisations helping different causes, all of which are benefiting from the wealth of items donated during the project.

One of these charities, The British Heart Foundation, were willing to take and clean dirty kitchenware. An item that wasn't accepted during the 2011 project due to the time and money taken to wash it by staff in 2010. This has caused some of the increases in donations that can be seen in comparison to 2011. In addition to kitchenware, both clean and dirty, donated items included, Clothes and Shoes, Bric-a-Brac, Sheets, Towels and Bedding, Electricals, Food (in-date and unopened) and Toiletries.

The total spend of The Big Clear Out 2012 was £1,948.29 with a **cost of £1,198.29 to the university** following a £750 sponsorship from UPP.



Volunteers at the end of the final collection date (25.07.2012)

2. Introduction

Evolving from the governments 'Zero Waste' campaign, NTU's Big Clear Out reuses the waste generated by each student as they move out of halls of residence (HoR) through charities and redistributing to new students. This reduces the amount of waste being directed to landfill, the need for more new products created, and therefore CO₂ released into the atmosphere.

3. Communication

The logo, created during the 2011 project, was used heavily during the promotion. This spanned across all available forms of social media including facebook and twitter, eNews' sent to students and staff to advertise the volunteering opportunity. Articles were placed on NTU news pages and in the Unipol Housing Tabloid, posters in the windows of Students Unions and local bars, plasma screens scattered across the university, and posters which were distributed through the student halls of residence along with the donation bags. There were also attempts at face to face student engagement, especially at Brackenhurst, which could count in some way towards the 8% rise in donations the campus has seen this year, and speaking with Residency Assistants (RA's) roles of responsibility held by student in all HoR to spread the word.

4. Collections

This is a scheme that targets primarily first year students in halls of residence (HoR), both UPP and NTU controlled. As an extra incentive to take part, there was the possibility of winning £100 amazon voucher.

Collection points were set up at each HoR, in those with common rooms, that was used as the collection point. Those without common rooms had a large temporary bin, where volunteers on collection days picked up donations from.



Collection Bin on Loan from NCC

For those students living in more isolated university accommodation, e.g. Gordon and Elm house, donation bags were distributed for students to fill and leave out during the end of contract collection for pick up by Nottingham City Council.

The four key collection dates for City and Clifton were designed around the last weekend of the student exam period, the end of term and the end of student contracts at the residences, with pick-ups when needed in between, e.g. to empty full bins. Brackenhurst had some scheduled days but as the project got underway a sort and collect when required system fell into place based around how full the storage room was getting.

5. Project Team

The project team included: NTU Environment Team, NTU Accommodation Services, Universities Partnership Programme Ltd (UPP), Nottingham City Council (NCC), NTU's Student Union (SU), NTU Volunteer Services, and the 9 participating charities.

6. Charities

This year's charities were, The Charity Shop, Inspire Nottingham, Emmanuel House, The Friary, Provision, British Heart Foundation, Family First, Beaumont House, Sue Ryder, and the NCC Dog Warden who redistributes bedding through local dog charities such as Babbington Hall and the RSPCA.



As, once again NTU's Big Clear Out was taking kitchenware, the large amount of clean kitchenware that was donated is kept to one side, to be given out for free at fresher's fairs to be reused. These items will be branded as NTU's Big Clear Out 'Pre-Loved' to get students recognising NTU's Big Clear Out brand from early on in their HE career.

A record was kept of all charity donations throughout the projects for waste transfer notes to be filled in after event days. These were all signed in bulk on the dates of the last charity pickups.

7. Bags and Storage

Once again branded donation bags were used for collections, a total of 3000 were ordered. As in 2011 the bags printed with NTU's Big Clear Out branding and instructions, to save the need for additional paper leaflets. Though in a change to last year, they were printed without the dates, to allow for reuse of any leftover next year.

These were distributed through the halls of residence, though at an average of 1 per 3 students in the residence, as the numbers of returned bags were low during 2011. Some were also made available at the Students Unions for students living outside the targeted halls of residence to collect, and left at the private accommodation block

Goldsmith Court, located opposite the Maudslay base, which did lead to some additional donations.

In addition to the bags, this year reusable crates and boxes were purchased for the safe storage and transportation and storage of breakable and fragile kitchen items, and a room at both City and Clifton was block booked for the entirety of the summer for sorting and storage. It is recommended this is repeated again next year to avoid any space clashes, especially while the previously used Byron is under construction.

8. Budget

Item	Quantity	Price Per Item	Total	Total (+VAT)	Total (+ Postage)	Budget, Running Total	Budget, Running Total (+VAT)
						£2,000	£2,000
Collection Bags	3000	£0.30	£887.00	£1,064.40	-	£1,113.00	£935.60
A4 Posters	423	£0.15	£63.45	-	-	£1,049.55	£872.15
A3 Posters	34	£0.30	£10.20	-	-	£1,039.35	£861.95
Amazon Voucher	1	£100	£100	-	-	£939.35	£761.95
Glass Crates	20	£10.45	£209	-	£225.87	£713.48	£536.08
Packed Lunches for Volunteers	9-10 June	£4.70	£84.60	£258.50	-	£454.98	£277.58
	15 June		£61.10		-		
	25 July		£112.80		-		
Glass Crates – Second Order	20	£10.45	£209	-	£225.87	£229.11	£51.71
Total Spend						£1,770.89	£1,948.29
UPP Sponsorship £750						£1,020.89	£1,198.29
NTU Cost						£1,020.89	£1,198.29

The full NTU Big Clear Out budget is shown above, including £750 sponsorship from UPP, showing that the scheme came in under budget.

9. Volunteers

In total 8 students, 4 placement students, 10 charity volunteers and 12 staff took part over four collection days, along with members of the environment team. The staff volunteers included a team of 7 volunteers from Estates Administration doing a 'team challenge', arranged through the volunteering team, which allows staff working days to be taken as one day volunteering challenges that boost CPD.

The volunteers were charity representatives, and NTU staff and students recruited with the help of the Students Union, and staff volunteering programmes and through online adverts, social media eNews. Four placement students working in the Estates Department were also recruited for the last of the collection days.

The volunteers on collection days were separated into small teams that either went out and collected from different halls or remained at base to sort, weigh and record on provided sheets donations coming in, and segregate into charity piles. Information on the record sheets was entered into spread sheet calculation after the event days to ensure accurate calculations.

They also segregated out sharp and fragile items into boxes for the safety of those collecting the dirty items and the ease of giving away the clean items when the students arrive.

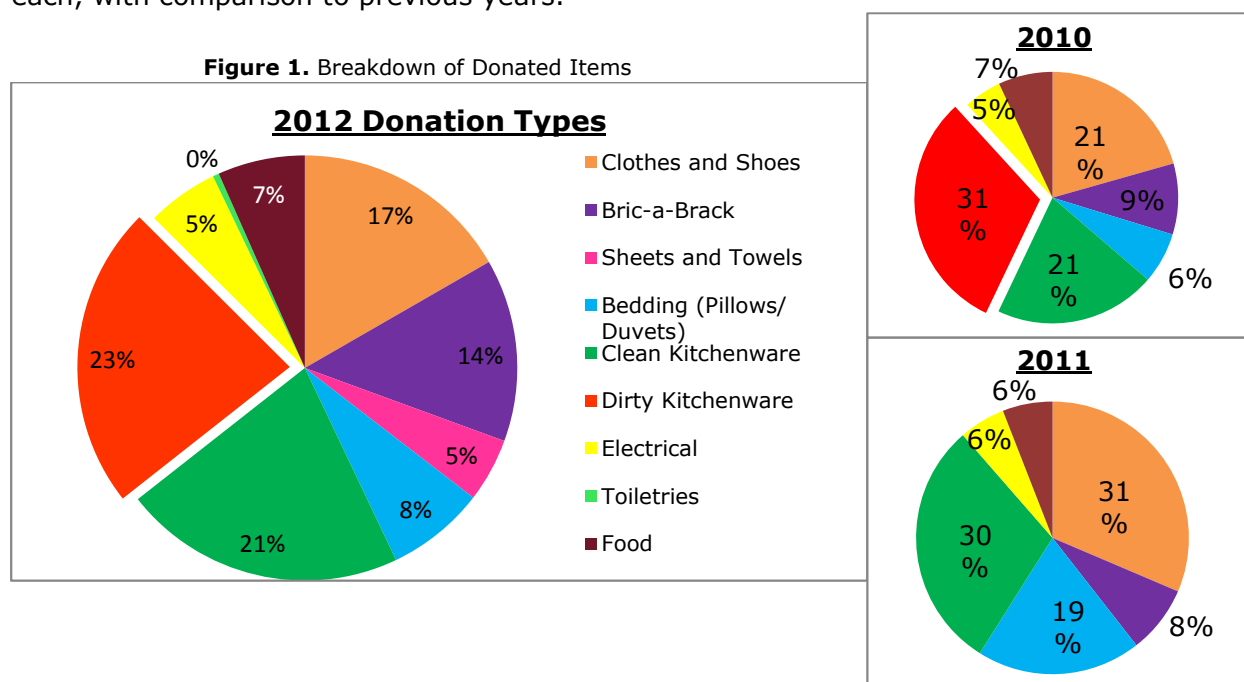


Volunteers Sorting Donations 25/072012

Before handing the sharp/ potentially dirty items, all volunteers were given an induction which included a health and safety briefing. Details of which can be found in the project folder.

10. Results

The final figure for NTU’s Big Clear Out 2012 is **5.704 tonnes** of reusable items that have been diverted from landfill, this equates to a **CO₂ equivalent saving of 51.3 tonnes**. **Figure 1**. Shows how this total is broken down by item, and the percentage of each, with comparison to previous years.



As the charts show, the amount of kitchenware, both clean and dirty has remained high, though the percentage of dirty has reduced since 2010. All other

donation types have kept a similar distribution pattern over the 3 years, with an increase in Bric-a-Brack.

Figure 2. Shows how these donations are split according to the Halls of residence they originated from. Including tonnage and number of donated bags, and **Figure 3.** demonstrates how these totals compare to previous years.

Figure 2. Breakdown of HoR Donations according to student numbers

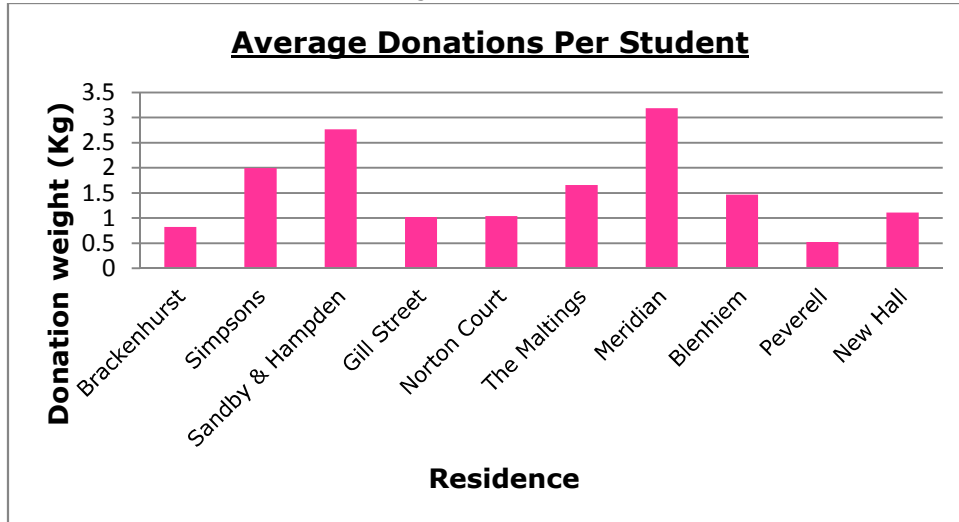
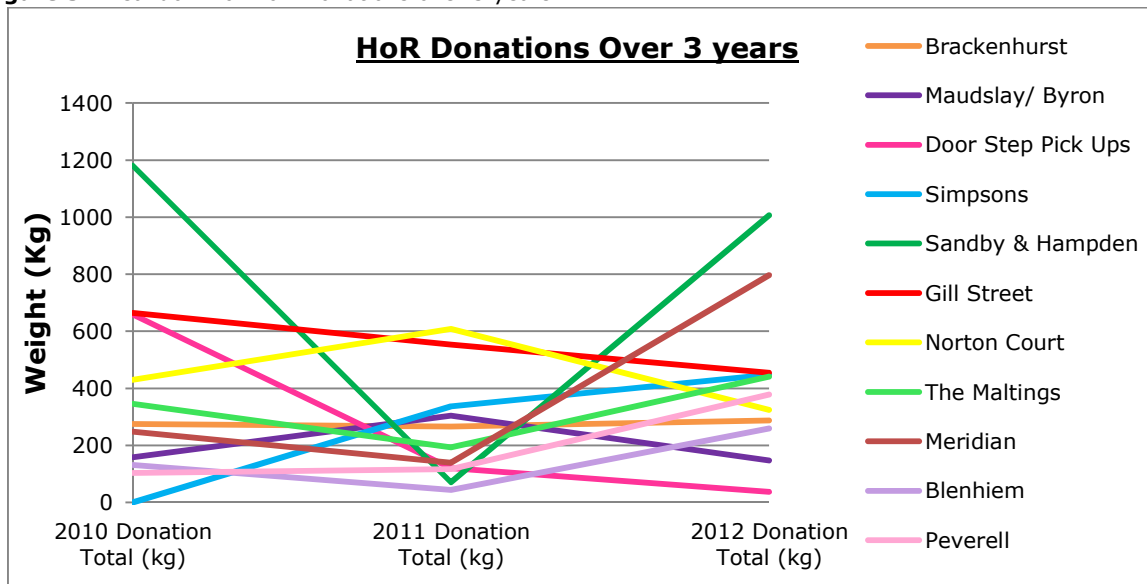


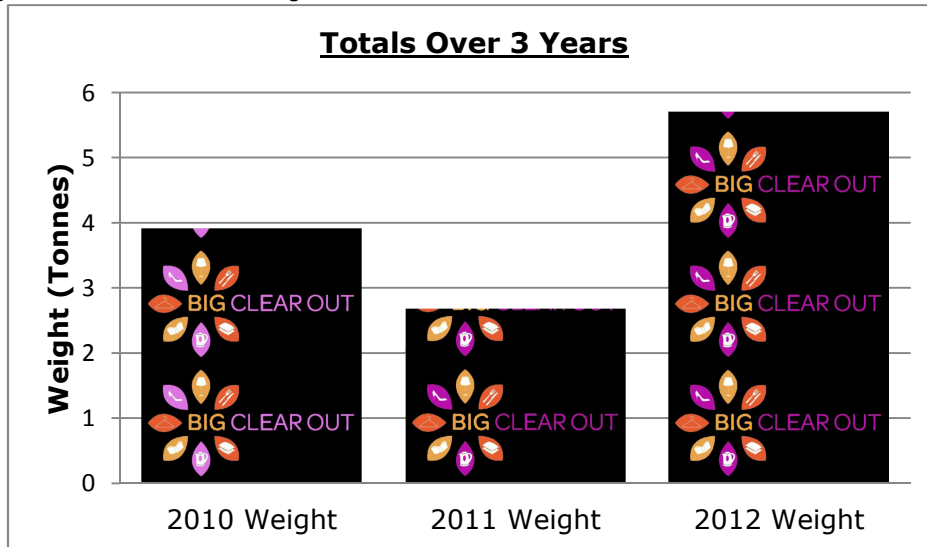
Figure 3. Breakdown of HoR Donations over 3 years



As can be seen the most improved hall since 2011 is Sandby & Hampden, with an increase of 1317% over 12 months, though not quite reaching their 2010 record of 1.18 tonnes. However, 65% of this was mostly kitchenware collected on the last day, after students had left, suggesting that most was put in the collection by cleaners doing a 'sweep' and not direct student donations. However without this collection their total is 289.4 kg, a 307% increase on last year, only 6.6% of which was dirty kitchenware.

Figure 4. Shows the total weights from the previous three years, as is shown there has been an **increase overall since last year of 95.70%**.

Figure 4. Total Donation Weights 2010 – 2012



The Kitchenware Effect?

It is possible that the figures demonstrated in comparison to previous years are skewed to some extent by the inconsistency caused by dirty kitchenware, which wasn't collected in 2011. This is highlighted in particular by the undulations seen in the Sandby & Hampden total, which received almost 100% dirty kitchenware in 2010.

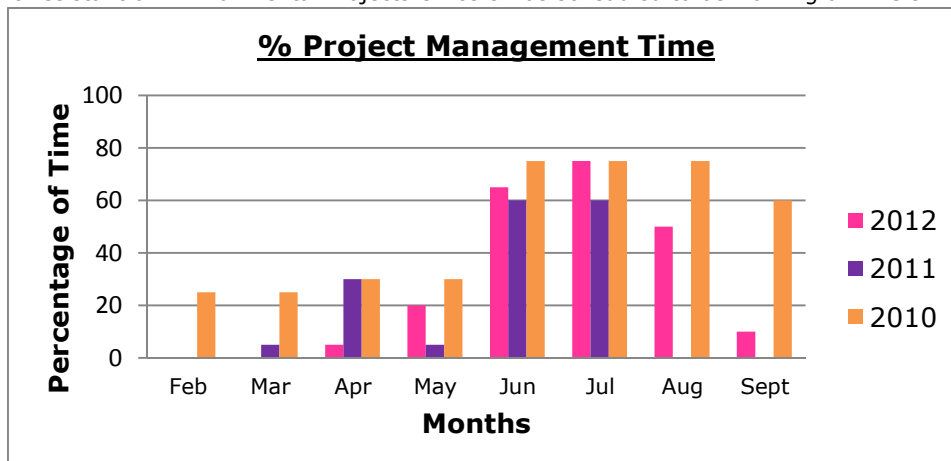
However, **Table 1.** shows a 64% growth in the project using totals over three years after discounting dirty kitchenware from them.

Table 1. Totals over three years discounting dirty kitchenware

	Total (Tonnes)	Percentage Difference
2012	4.388214221	64.21728243
2011	2.6722	-7.797943551
2010	2.8982	-

Now in the third year, the project management runs increasingly smoothly, and time spent on running the project is similar to 2011, though more time has been spent towards the end, **Figure 5.** Shows the time management.

Figure 5. Time Management, graph showing percentage of time either Environmental Engagement Assistant or Environmental Projects Officers was scheduled to be working on NTU's Big Clear Out.



Feedback

“I had a really good day helping out with the Big Clear Out. I thought the whole day was very well run and co-ordinated and it was good getting to work with other colleagues from around the University.

Emma Sutton, NTU Staff Volunteer

“Personally, I thoroughly enjoyed it. It was also nice to visit a charity shop, Inspire, at the end of the day to drop off some items and see their reaction at the delivery – they really did appreciate it and it made it all the more worthwhile.”

Rachel Vickers, NTU Staff Volunteer

Recommendations for 2013

- The project relies heavily on volunteers, using the Estates Placement students was critical to getting the numbers up on the final volunteer day this year, and as there will be twice the number of students in Estates next year their involvement will help the project grow further.
- The final collection, which took place after all halls had been emptied of students and gutted by cleaners saw the highest donations weight of any day, 1.5 tonnes. This was sorted and weighed by the Environment Team over the course of almost a month. Volunteers on this date too would be a strong recommendation for The Big Clear Out 2013.
- Peverell Hall has improved by 223.6% this year, though is still a lower performing hall. Further improvement could be achieved by introducing a bin collection point in the central compound rather than the common room which is out of the way, which has proved to be a success at the similarly sized New Hall, also based on Clifton.
- The continued support of UPP will be essential to the project over coming years, with the opening of the new 900 bed accommodation at Byron House for 2014, and new private accommodation opening for 2013. Student population numbers will increase in the city for next year too, and could be included in a similar way to Goldsmith Court, with instructions for donations dropped at base on collection days.
- The support of NCC has again been invaluable, with the provision of the successful bin donation points which will likely be used again next year, perhaps in higher numbers in areas of low donations, e.g. those with doorstep pickups.
- Following from last year’s recommendation to expand into private accommodation areas, 2012 saw the launch of a new pilot scheme in partnership with The British Heart Foundation (BHF) and NCC. Targeting students in the privately rented housing in the Arboretum, items they no longer need are donated as they move out through temporary banks in the area, which have collected over 1300 bags, and raised £11000 of stock for BHF shops
- NTU’s Big Clear Out is now recognisable to most students, and with the scheme slowly perfecting over the years, it is likely to carry on growing and strengthening alongside the new BHF scheme.