

# How many shred consoles do I need?

## *How To Guide*

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Not sure how many shred consoles you need for your office? Each console is 32 gallons in volume. That means it can hold just about 2-3 standard (bankers) storage boxes worth of paper. Put another way, that's about 5,000-6,000 sheets.

We pick up and service shred consoles once a month, so think about the volume of paper you generally need to dispose of each month to estimate the number of consoles you need.

Here's what the console will look like:



Dimensions: 35"h x 19"w x 19"d

Most customers place them near a printer, copy machine or a main office area to ensure they're visible and get maximum usage. They can even be used as a stand to place printers on top of.

Not everything can be shredded though; here's a list of what you can and cannot shred with our consoles.

1. **Do** dispose of:
  - a. Clean paper, any color and any size
    - i. No need to remove staples, paper clips, rubber bands or small binders
  - b. Blueprints
  - c. Newspapers
  - d. Magazines
  - e. Brochures
  - f. Mail — including window envelopes
  - g. Photographs
  - h. File folders, any color
2. **Do not** dispose of:
  - a. Paper exceptions
    - i. Cardboard
    - ii. Telephone books
    - iii. Hardcover books
  - b. Plastics
    - i. Plastic bags and packing material
    - ii. Computer discs, CDs, DVDs
    - iii. Backup and VCR tapes
    - iv. Transparencies
    - v. ID badges and driver's licenses
    - vi. Microfiche and Microfilm
    - vii. X-rays
  - c. Hardware
    - i. Computer parts
    - ii. Printer and photocopier parts
    - iii. Trash or Hazardous materials
  - d. Batteries (no batteries of any kind)
  - e. Metals (including binders, hanging folders, large clips)
  - f. Biohazardous and Medical Waste (including needles and other sharp objects)