Requesting Compost Bins for Your Sustainable Event

All students, faculty, and staff can use the ARCHIBUS system to request temporary compost bins for the duration of their event from our Facilities department. ARCHIBUS is the University of Calgary's online management system for reporting maintenance and repair issues.

Are there costs associated with requesting compost bins through ARCHIBUS?

Yes. However, there are costs associated with requesting trash and recycling bins, too. If you have worked with your caterer and planning team to ensure that all materials available on site are compostable or recyclable, requesting compost instead of trash bins will help keep costs down while making it easier for guests to sort waste correctly.

Costs are based on the number of hours required for Caretaking or Grounds to service the compost bins and will vary depending on the size, length and location of the event. Ordering compost bins to support events located at satellite campuses (i.e. Foothills, Spy Hill Campus) may cost more than ordering compost bins for events on main campus.

Requesting a temporary compost bin for an event:

To request a compost bin for your next event, log in to the ARCHIBUS navigator with your UCID.

Then, follow these steps:

1) Select “Maintenance Request.”
2) Select “Grounds > Recycling/Solid waste.”
3) Supply your Requestor Information, your Account Code (if appropriate), and the Problem Location (Building and Room Code of your venue) on the form.
4) When requesting temporary compost bins for use during an event, describe the event in as much detail as you can, including the date and time of the event, the size of the venue, and the number of guests you are expecting. Submit your request at least two weeks before the event to give the Caretaking team time to process your request.
5) Submit your request to ARCHIBUS. If you would like to follow up to confirm that your request has been processed, call Customer Care at 403.220.7555 or email myfacilities@ucalgary.ca.