

Recycling Program



Mixed Office Paper



WHAT MATERIALS ARE RECYCLED?

- **Office Paper:** White and colored copy, newspapers, magazines, envelopes, computer paper, brochures, post-its, folders and junk mail.
- **Plastic Bottles and Aluminum Cans**
- **Cardboard**



WHERE ARE RECYCLE BINS LOCATED AND WHAT DO THEY LOOK LIKE?

- Recycle bins for Mixed Paper, Cans & Bottles are labeled and located at each desk in mailrooms, meeting rooms and hallways throughout the office area.
- Aluminum cans & plastic bottle recycling bins should be labeled.
- Cardboard is collected from the service elevator landings.
- **All cardboard must be flatten before they are placed in the container.**

WHAT ARE THE RULES FOR RECYCLING?

- **Recycling and trash are not mixed.**
- Clear bags are used for recycling.
- Do not place clear recycling bags into black trash bags.
- Recycling bins for Cans & Bottles should be lined with clear, plastic bags.

WHERE RECYCLING SHOULD BE TAKEN?

- **Mixed Office Paper** is collected from the desk-side and central Blue containers in the office area, taken to the basement, and placed in the appropriately labeled cart.

If paper is in plastic bags, please remove the paper from the bags before placing it in the carts.

Paper is the only material in a plastic bag that should be placed in the carts for Mixed Office Paper.

- Plastic bags of **Cans & Bottles** are taken to the basement and placed in the appropriately labeled cart.
- **Cardboard** boxes are collected from the service elevator landing in the evening, taken to the loading dock and placed in the appropriately labeled container or dumpster.

WHAT DO WE DO WITH TRASH DISPOSAL?

- All non-paper packing materials should be discarded as regular trash that fit into a 5 to 15gallon container. Black bags are used for trash.
- Trash cans are typically placed in kitchen and lounge areas.
- Daily trash removal does not include the disposal of equipment, electronics, furniture, fixtures or construction debris.