



MORE ABOUT RECYCLING

Recycling methods must be consistent throughout the building. Tenants may not implement their own recycling programs other than those established by the building. Janitorial staff must be able to easily identify recycling contents for proper disposal. If tenant practices differ floor to floor, we run the risk of diluting diversion and sending recycling and waste to the wrong places, resulting in an ineffective, and more costly, waste program.

The following tips will be helpful, but please contact the building management office with any questions or concerns or for clarification of the program. We are available to arrange a personal review of this information to answer any questions you may have.

The Single-Stream method of recycling provides the convenience of disposing of recyclable content into one bin at the desk area, rather than having to separate materials and dispose of them in different receptacles. Building management provides recycle bins: one black bin for every work station and office and one blue bin for each kitchen.

Acceptable Single-Stream Recycling content includes: mixed paper; white, lined, colored, computer paper, magazines, newspapers, junk mail, catalogues, envelopes, phone books, manila folders, paper bags, paper cups including rinsed coffee cups, lids and sleeves. There is no need to remove staples or paperclips; they can also be included in the single stream recycling bins. Aluminum, glass, plastic, cardboard boxes; cereal, milk and juice cartons and styrofoam are also recyclable.

How the single-stream program works:

Building janitors remove recycling contents from the black under-desk bins, kitchens and conference rooms nightly (M-F). Large boxes must be broken down and labeled with recycling stickers in order for the evening janitors to remove them. Place these items next to a recycling bin in a kitchen or copy room. The janitorial carts contain one large bin separated by two liners: one clear for recyclables and one black for waste. At the end of every evening, janitors place the recyclables in a compactor located on the loading dock. The building's contracted recycling company picks up the compactor several times a week and separates the materials at a local off-site plant.

Building janitors will also pick up large quantities of recyclable content upon request to the service desk, such as boxes filled with computer paper or shredded paper or other recyclable content. There is no charge for this service, although, depending on the amount, it may need to be scheduled in advance.

Shredded Paper Recycling:

We realize that many Tenant companies outsource shredding, however building management should be a part of the process. In conjunction with our sustainable practices, we want to ensure that all shredding material, once removed from the building is recycled and not sent to landfill. When your recycled vendor arrives to collect shredded papers, please provide building management with the total amount (pounds,

tons, cubic yards etc.) of material being recycled, along with the name of the recycling vendor. If your company does not have a shredding vendor selected, building management can help coordinate this for you ensuring that the vendor meets Landlord requirements for insurance.