

Recycling Program Guidelines



MIXED PAPER

PLACE ALL PAPER ITEMS IN THE BIN AT YOUR DESK AND DESIGNATED PAPER BINS LABELED **"PAPER ONLY."**

All paper includes: white and colored paper (staples OK), newspaper, magazines, catalogues, file folders, Post-It's, envelopes (plastic windows OK), paper board (tissue, cereal boxes), paper bags, any other clean dry paper items and any item that can rip or tear

DESKSIDE BINS ARE FOR MIXED PAPER ONLY. NO FOOD OR LIQUIDS.



BOTTLES AND CANS

PLACE ALL **"GLASS/METAL/PLASTIC"** BEVERAGE CONTAINERS INTO DESIGNATED BINS IN CENTRAL AREAS.

Includes: aluminum cans, plastic bottles, and glass bottles.

It is OK to place other plastics such as plastic cups and plastic food containers into this bin, but they must have no food contents and must be rinsed out.

PLEASE EMPTY OUT LIQUIDS BEFORE PLACING IN BIN.



WET WASTE

PLACE ALL FOOD AND NON-RECYCLABLE ITEMS IN DESIGNATED BINS LABELED **"GARBAGE ONLY."**



CARDBOARD

EMPTY AND FLATTEN ALL CARDBOARD BOXES AND PLACE IN DESIGNATED AREAS FOR REMOVAL.



UNIVERSAL WASTE

CONTACT PROPERTY MANAGEMENT for the removal of all light bulbs, ballasts, batteries, and e-waste (computers, monitors, etc.) for recycling.