

RECYCLING AND WASTE COLLECTION PROCEDURE

Local Law 87 requires all office buildings to source separate recyclable paper from all non-recyclable waste. Your participation is essential if we are to maximize the recycling yield at our building.

PAPER ONLY

Your desk-side recycling receptacle and centrally located and designated “PAPER ONLY” bins should be used to discard the following recyclable items: white and colored paper, newspapers, magazines, catalogs, letterhead, junk mail, post-its, file folders, cardboard boxes, corrugated cardboard, envelopes, and paper bags.

TRASH ONLY

Non-recyclable waste must be discarded in your separate desk trash can or in centrally located trash receptacles within pantries. These bins, designated and labeled “TRASH ONLY” are to be used to collect food, liquids, sweepings, plastic and styrofoam take-out containers, wrappers, utensils, soiled paper, styrofoam cups, and any other non-paper waste.

BOTTLES, CANS & PLASTICS

These items must be placed in centrally located receptacles within pantries labeled “BOTTLES, CANS AND PLASTICS”.



For each ton of recycled paper, we save: 17 trees, 79 gallons of oil and 7,000 gallons of water.

Each evening, janitorial personnel will collect and separate all materials located on each floor's receptacles as recyclable and non-recyclable items. Once the floor is completed, all recyclable bags are transported to the designated recycling area in the building loading dock. All trash and wet garbage bags are placed in a separate designated area for garbage pick up.