

MINI BIN PROGRAM

The Facilities Department is working hard to make our spaces more sustainable.

Our new program includes focusing on **RECYCLING** rather than waste. You will notice your waste bin is small (very small) – this is to get our community to stop and think about the item about to be thrown away. More than 70% of items discarded are recyclable.

You are responsible for your waste and emptying your own mini bin. There are plenty of hallway or kitchen receptacles to empty into. We have adjusted our operating procedures to ensure your private offices stay private by limiting personnel into your space. Office suites, reception desks, and cubicles will continue to be serviced daily. We encourage anyone with a private office to put their waste and recycling into centrally located waste and recycling bins around their office suite hallways where it will be removed. If there are other service needs (ex. Vacuuming, dusting, etc.) please submit a work request.

If you have any questions, feel free to contact our Custodial Team at x2851

PLEASE RECYCLE THIS NOTE!

OVER FOR LIST OF ITEMS 

RECYCLE



GLASS (BOTTLES & JARS)

METAL CANS

PLASTIC BOTTLES (NO CAPS PLEASE)

CARTONS

MIXED PAPER

CARDBOARD

FLEXIBLE PACKAGING (PLASTIC BAGS, WRAPS, CHIP & FOOD BAGS)



MIXED OFFICE PAPER / COLORED PAPER
FILE AND MANILA FOLDERS
PAPER OR PLASTIC GROCERY BAGS
CARDBOARD (FLATTENED)
PLASTICS #1-7
PHONE BOOKS / CATALOGS
NEWSPAPER & INSERTS
PAPERBACK BOOKS
BOXBOARD (CEREAL & CRACKER BOXES)
AEROSOL CANS (COMPLETELY EMPTY)
ALUMINUM CANS & CLEAN FOIL
ENVELOPES / PAMPHLETS
MAGAZINES / JUNK MAIL



WASTE

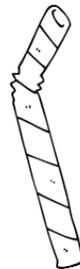
FOOD

STYROFOAM (CONTAINERS & PACKING)

STRAWS & UTENSILS

PAPER TOWELS & TISSUES

ANY CONTAINER THAT'S NOT EMPTY, CLEAN & DRY



RESTROOM & KITCHEN WASTE
ELECTRONICS, BATTERIES OR LIGHT BULBS
HAZARDOUS CHEMICAL CONTAINER
METAL OR PLASTIC BINDERS
AIR FREIGHT ENVELOPES
POLYSTYRENE CUPS OR PLATES
CLOTHES HANGERS
MOTOR OIL BOTTLES
WAXED PAPER
GREASY PIZZA BOXES
COMPACT DISCS OR DVD'S
TONER CARTRIDGES
YARD WASTE
USED PAPER PLATES, UTENSILS OR NAPKINS
HARDBACK BOOKS (REMOVE COVER AND RECYCLE PAGES)