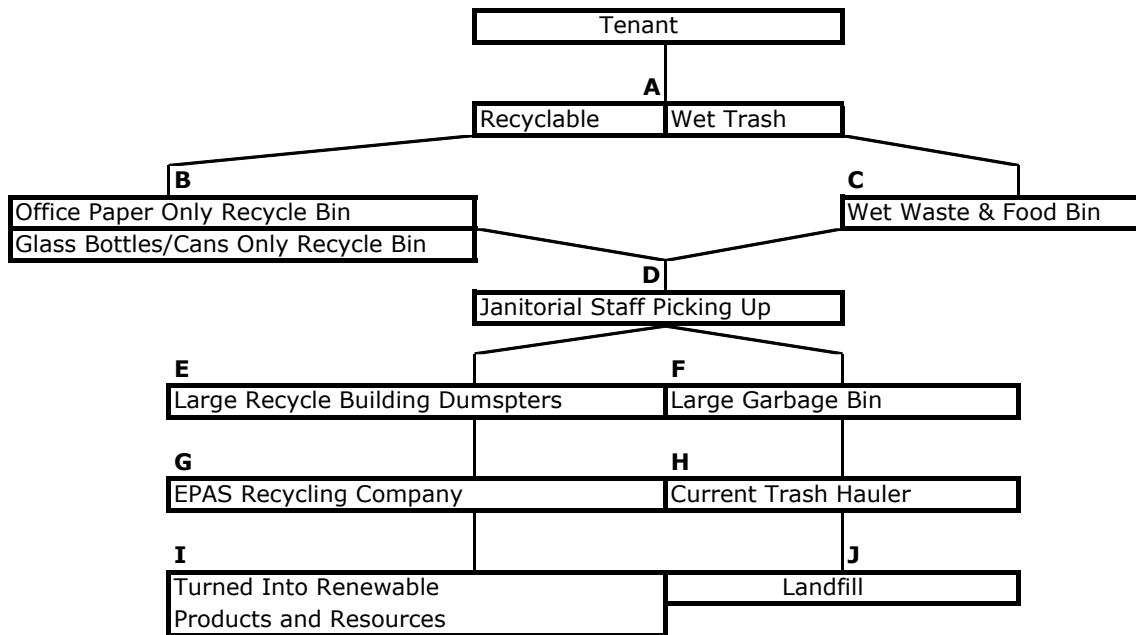


Recycling Process



No wet trash or food waste is permitted in recyclables. That includes toilet paper, hand towels, cups, pizza boxes, electronics, toner, etc. The products from a office recycle bin go to paper mills for reprocessesing. Contaminants other than office paper destroy equipment. (PAPER CLIPS AND STAPLES ARE ALLOWED)

- A)** Tenant separates the recyclable items from trash going to the landfill.
- B)** Two types of Recycle Bins: one for recycleable "dry" paper and a centrally located large bin for glass bottles and cans.
- C)**Trash can for wet trash and items other than "dry" office paper.
- D)** Janitorial will pick up from tenant are and bring to larger bins for pick up. It is important for janitorial to spot check for tenants that are throwing contaminants into the recyle bins and make property management aware, so that the problem can be addressed.
- E)** All recycled products from tenant suites are placed into the recycle building bins.
- F)** All wet trash and products other than "dry paper products" going to landfill are centralized here.
- G)** EPAS, Inc., recycling company will pick up recycle bins from centralized area.
- H)** Trash/Rubbish Hauling company will pick up garbage bins from centralized area.
- I)** Recylable items are processed for re-usable paper products. Participating in recycling paper products reduces landfill use and preserves our natural resources.
- J)** All waste products going to landfills. Please make a contious effort not to throw anything into a landfill that is harmful to the environment. Whatever goes into a landfill can pollute our environment and waste streams.