

RECYCLING PROGRAM

Aluminum, plastic, glass: Collect separately at your central collection station or at each soda machine.

Batteries: Household and electronic device batteries collected at the front desk.

Cardboard: Break down and leave at your central collection station.
For large amount, call for special pick-up.

Electronic Equipment: Call building management.

Light Bulbs: All used light bulbs are collected and recycled by building management.

Paper: All acceptable paper, including shredded paper.
Place in central collection station in your suite for weekly pick-up.
Place shredded paper in plastic bags at central collection station.

ACCEPTABLE PAPER

Computer Paper	White & Colored Ledger Paper
Cancelled Checks	Invoices/Records/ledgers
NCR(Carbonless) Paper	Plain & Window Envelopes
Bulletins, Flyers & Newsletters	Manila Records
Post-it Notes	Fax Paper
Magazines	Catalogs
News Papers	

NOT ACCEPTABLE PAPER

Frozen Dinner Boxes	Air Freight Envelopes, Tyvek
Pressure Sensitive Labels	Ream Paper Wrappers
Carbon Paper	Photographic Paper
Waxed Paper	Synthetic Fibers
Hard Cover Books	Styrofoam Material
Bath Room & Kitchen Waste	