

## **GARBAGE DISPOSAL**

Garbage totes are located on each floor near the Jewett Avenue freight elevator. Tenants are to place sealed plastic bags of **general office trash** in the totes. This is the only area of the building you are allowed to place trash. Please refrain from leaving debris in the dock area prior to and after these times as we must always provide a clean and safe dock operation. **DO NOT** place garbage near other elevators, on loading dock areas, beside trash bins or outside your suite at any time.

Dumpsters in the Jewett Avenue or Rodney Street docks are for the Landlord's use only. Tenants placing trash or materials in a dumpster will be charged a disposal fee.

Other trash, including items below should **not** be placed in garbage bins or bags for any reason. Please dispose of these hazardous items properly or call the management office if you require assistance disposing of such items.

- Any kind of solvents, chemicals, paints, or paint cans of any kind
- Computer equipment, monitors
- Other items containing heavy metals

### Recycling

- Stations for paper and plastic bottles and cans.
- Tri-Main will accept small quantities of cardboard. (Take to the Jewett Avenue loading dock.) For large quantities, call the Management Office.

### Electronics

- As a courtesy, Tri-Main organizes a drive three to four times a year to recycle electronics. (Please keep electronics in your office of make the arrangements for disposal.)

### Cardboard/Production Materials and Waste

- Responsible for disposing of your own cardboard and waste.

### Shrink wrap/Pallet wrap

- Take to Jewett Avenue loading dock.

### Composting

- Tri-Main works with Farmer Pirates to reduce waste to compost. See the enclosed flyer.