

PLEASE HELP US REDUCE WASTE.

One of our Core Values here at Tri-Main Center is sustainability. Please recycle properly, helping us to reduce waste and disposal costs.

The following lists the items that we recycle and how to properly dispose of them:

| MATERIAL | ACCEPTABLE | UNACCEPTABLE | WHERE |
|--|--|--|---|
| Paper | <ul style="list-style-type: none"> · General office paper. All colors · Newspaper, magazines, mail | <ul style="list-style-type: none"> · No hard covers on books · No binders <u>NO CARDBOARD</u> | Paper recycle totes throughout the building |
| Glass Bottles & Jars Plastic Bottles Metal Cans | <ul style="list-style-type: none"> · Plastic containers with small top openings (recycle #1 &2). · Clear glass pop bottles and glass jars. · Pop & beer cans. · Tin cans | <ul style="list-style-type: none"> · No Aerosol cans · No Paint cans · No Batteries <u>NO Plastic Bags or Film of any kind!</u> <u>(Do not place in bags)</u> | Bottle recycle totes throughout the building |
| Cardboard | <ul style="list-style-type: none"> · Boxes and packaging | Take flattened boxes to the garbage area on your floor near the freight elevator or bring to the loading dock. | |
| Clear pallet wrap and bubble wrap | <ul style="list-style-type: none"> · Clear packing plastic · bubble wrap | <ul style="list-style-type: none"> · No black or colored pallet wrap. · No printed plastic wrap | Take to loading dock |
| Compost | <ul style="list-style-type: none"> · Coffee grounds and filters · tea bags · Fruit & Vegetables · Flowers & Plants · paper towels | <ul style="list-style-type: none"> · No Meat · No dairy · No "compostable" plastics | Black Compost tote on Jewett loading dock (ask dock manager) |
| Electronics | <ul style="list-style-type: none"> · Computers · flat screen monitors & TVs · Printers | <ul style="list-style-type: none"> · No picture tubes (TVs or Monitors) · No a/c units · No refrigerators | Hold in your space until next electronics drive. (Every 3-4 months) |

General Trash — sealed bags of non-recyclable general office waste are to be placed in Trash Totes situated near the freight elevator on each floor.

If you occasionally have large items, or a large quantity of trash, please contact the management office for disposal instructions.