

# Our Building Recycles

## What can be recycled?

### PAPER

- Newspaper (with inserts)
- Magazines/Catalogs
  - Glossy & Non-glossy
- Telephone Directories
- Office/School Paper
- Advertising/Junk Mail
- Kraft Brown Paper Bags
- Corrugated Cardboard
- Paperboard/Chipboard
  - Cereal Boxes
  - Pasta Boxes
  - Clothing Boxes
  - Tissue Boxes

### PLASTIC

All plastic bottles and containers with these symbols underneath



Examples include:

- Plastic beverage and food containers
- Milk, water and juice bottles
- Liquid detergent, fabric softener, bleach, shampoo
- Yogurt cups
- Vegetable oil bottles

### METAL

- Aluminum Cans
- Steel or tin cans

### GLASS

- Bottles and jars only
- Brown, green and clear glass

## The Do's and Don'ts

### RECYCLING PREPARATION

- All materials may be mixed together.
- Paper may be placed in paper bags (optional).
- Flatten all corrugated cardboard and paperboard boxes.
- Remove any non-paper packing material (Styrofoam)
- Place items in **PAPER** bags when possible to help keep items from blowing around before pickup.

### UNACCEPTABLE MATERIALS

- DO NOT:** recycle wire hangers (please return to your cleaners).
- DO NOT:** recycle mirrors, light bulbs, window glass, or ceramics in recycling container.
- DO NOT:** include soiled paper fibers (oily pizza boxes, paper napkins, etc.)
- DO NOT:** recycle batteries.
- DO NOT:** place materials in plastic bags.
- DO NOT:** include Styrofoam, wood, plastic film, plastic bags, plastic toys, or diapers in recycling containers.
- DO NOT:** recycle electronics.

