

## **RECYCLING PROGRAM**

360 Third Street and Recology are close partners in coordinating the recycling program for the property.

### **Trash containers**

The building provides a small trash-only container for each employee's desk. This container is for all non-recyclable items such as plastic bags, chip bags, food, wax paper, and other items. This small trash container can sit inside of your desk trashcan. All other materials such as glass, aluminum, newspapers, magazines, and other recyclables will go into the large container. Any cardboard items that tenants may have should be marked "trash" so the janitorial crew can dispose of them accordingly.

### **Kitchen Trash & Recyclables**

Trash should be placed in the designated trash receptacles. Just like office recyclables, you can combine all glass, aluminum, paper plates, etc. in designated recycle containers in the kitchen areas. If you need additional or special recycling barrels, they can be purchased through your janitorial vendor.

### **Compost**

Compost bins can be purchased through your janitorial vendor. These **GREEN** bins are for any materials that are food soiled. This includes food soiled paper, paper towels, leftover food scraps, etc.

## **Bulky Items**

If you have larger items that need to be disposed of (broken chairs, pieces of furniture, large pieces of plastic etc.) please call Building Management or schedule a pickup with Recycle My Junk at 415-626-4000. These items may not be left or abandoned by the building compactors for disposal.

## **EWASTE Recycling**

Quarterly EWASTE events are scheduled and hosted by Building Management in the building lobby.

## **Hazardous Waste**

Tenants must comply with regulations mandating waste disposal and removal practices. Disposal of hazardous waste must follow strict federal, state, and local guidelines. Please sort waste accordingly.

Should you want to host a training for your employees, please contact the Management Office at 415-820-3012 and we would be more than happy to set up a free training for all!