
RECYCLING

Recycling Containers:

Metropoint has a recycling program in which all tenants are encouraged to participate. Two containers are supplied by the tenant and under the desk recycling boxes are provided by Cushman & Wakefield. Plastic, aluminum, and glass can be mixed and placed in one container while the second container is designated for recyclable paper products. Place tenant supplied containers in a centrally located area within your suite for cleaning personnel to empty nightly. Please note that cleaning personnel will not empty the individual desk recycle boxes. Instead, employees are asked to place recyclable paper products in their desk box and periodically empty that bin into the paper container within their suite.

Metropoint Recycling Program Includes:

- Paper and Cardboard
- Glass, Cans and Plastics #1 - 7
- Batteries (collection bin at Security Desk)
- Electronics (for an extra fee)

Recyclable Items:

- Mail and office paper
- Envelopes including those with windows, *excluding brown Kraft*
- File folders including manila & light colors, *excluding dark colors*
- Newspapers and ad inserts
- Magazines and small catalogs
- Adding machine paper
- Shredded paper
- Post-It Notes
- Coated paper including brochures and pamphlets
- Phone Books
- Colored paper
- Recycled paper
- All glass (any color)
- Aluminum cans
- All plastics #1-7

Non-Recyclables:

- Carbon paper
- Wrapping paper
- Food related paper/cardboard
- Napkins/tissues/paper plates
- 3 ring binders
- Paper towel tubes
- Paper ream wrappers
- Pizza boxes
- Plastic bags
- Juice boxes

Additional Notes:

- Paper with staples, paper clips, rubber bands, or scotch tape is also recyclable
- Lids can remain on bottles
- Rinse all items before tossing into recycling bin

Cardboard Boxes:

Please place a trash sticker on any empty boxes and set them by your office trash/recycling and they will be disposed of that evening by the cleaning crew. If you have many boxes and do not wish to wait until that evening, you may generate a work order in the Tenant Handbook program for cleaning to pick the boxes up before the evening clean up. If you run out of trash or recycle stickers you can generate a work order for cleaning, and they will drop some off for you.