



Recycling Guide

BROOKFIELD OFFICE PROPERTIES RECYCLING INITIATIVE

Brookfield Office Properties encourages our tenants to reduce, reuse, recycle and recover where possible. We can all make a positive impact by working together to manage our waste stream effectively.

WHY DO WE NEED TO RECYCLE?

Recycling saves natural resources, conserves energy, helps protect our environment, and adds value to our economy. Recycling is also the law in San Francisco and compliance is strictly enforced. The main recycling violations for those who generate commercial waste include failure to keep designated recyclables separate from garbage and failure to notify employees about recycling by posting a sign in common areas and clearly labeling recycling containers. Inspections are mandated by the San Francisco Department of Public Works and are conducted on a regular basis throughout the building to include your office suite.

GETTING STARTED – HOW TO HELP

The Brookfield Office Properties Management Team will be happy to assist you in designing and sustaining an effective recycling plan specific to your suite. Together we can help tenants become more effective recyclers by helping to ensure recycling containers are available and properly labelled, and assist in educating your staff so that recyclable materials are placed in the appropriate containers and not comingled with trash.

BE PREPARED & AVOID RECYCLING INSPECTION FINES

- Each office should contain a central mixed paper container in each copy room, a central bottle/can container in each kitchen, and individual mixed paper recycling containers at each employee's desk.
- Each employee is responsible keeping trash waste separate from recyclables!
- Desk-side paper containers should only contain paper and employees are responsible for emptying the contents as needed into the central paper container. Central containers are emptied regularly by the building's janitorial contractor and should be clearly marked.



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WHAT TO RECYCLE

Paper Recycling:

- White paper
- Color paper
- Mixed paper
- Envelopes
- Mail
- Post-it notes
- Cardboard boxes (flattened)
- Cereal boxes
- Folders
- Newspapers
- Magazines
- Telephone books
- Catalogs/Inserts

Commingled Aluminum, Glass & Plastic Recycling:

- Soda Cans
- Aluminum Cans and foil products
- Glass bottles
- Plastic bottles and jugs

WHAT NOT TO RECYCLE

Refrain From:

- Rubber bands
- Glossy or laminated paper
- Hardback books
- Facial tissues, paper towels, napkins
- Food trays or wrappings
- Paper soiled with grease, food or juice
- Plastic lids, utensils, plates or cups
- Styrofoam
- Cleaning/chemical containers
- Medical waste
- Tyvek envelopes

HELPFUL RECYCLING RESOURCES

Brookfield Office Properties Management Office

Brookfield Office Properties Building
Website:
brookfieldofficeproperties.com/tenants

NYC 311:
www.nyc.gov/311

NYC Wasteless:
www.nyc.gov/wasteless