

TRASH ROOM PROCEDURES

HOURS: 8:00 A.M. – 10:00 P.M.

WE RECYCLE !!!

The following items are recyclable, and should be placed in the appropriate bin:

Cans: Steel, metal, or aluminum cans. **Glass & Plastic:** bottles, jars, jugs. **Paper &**

Cardboard: Shipping boxes, moving boxes, cereal boxes, pizza boxes, shoeboxes, etc.

Paper: Newspapers, magazines, catalogs, junk mail, envelopes, office paper, writing paper, wrapping paper, paper bags, etc.

GLASS BIN: Cans, jars and bottles should be EMPTIED AND RINSED, and placed inside the “glass” bucket. Broken glass and light bulbs must be bagged before placing inside the bucket.

PAPER BIN: All paper items, including newspapers, magazines, catalogs, cereal boxes, pizza boxes, other small boxes, office paper, writing paper, junk mail, envelopes, paper bags, etc. should be flattened and placed in the “paper” bin. Any boxes that contained food should be emptied of any food remains before being flattened and placed in the “paper” bin. Large boxes may be left outside your door AFTER calling the front desk for pick-up.

TRASH

All trash must be placed in securely tied plastic garbage bags before dropping down the chute.

**REMEMBER, NEVER THROW SPOILED FOOD DOWN THE TRASH CHUTE.
HAND CARRY IT TO THE FIRST FLOOR AND PLACE IT IN THE DUMPSTER
OUTSIDE THAT ALREADY HAS TRASH IN IT.**

Medical waste must be double-bagged, tied, and hand carried to the dumpster in the Receiving Room on the first floor. **DO NOT PUT IT DOWN THE CHUTE!!!** Syringes must be disposed of in a plastic container with a screw top and bagged as trash.

Human waste must be double-bagged, tied and hand carried to the dumpster outside that already has trash in it. **DO NOT PUT IT DOWN THE CHUTE!!!**

**IF YOU ARE NOT PHYSICALLY ABLE TO CARRY ANY OF THE ABOVE ITEMS
DOWN, CALL THE FRONT DESK FOR A SPECIAL PICKUP.**

NOTHING MAY BE LEFT ON THE FLOOR! NEVER PUT BOXES OF ANY SIZE INTO THE TRASH CHUTE! If in doubt, call the front desk, 423-5151. Thank you for your cooperation.