


# Recycling and Solid Waste Disposal Information for AWARE Buildings


(1.) Each workstation has three interconnected waste/recycling receptacles:



- Tom –mixed office paper
- Toni – aluminum cans and plastic bottles/containers
- Teeny – landfill bound trash

(2.) Custodians will **not** service these three receptacles. It is each employee’s responsibility to keep the receptacles clean and empty them, as needed, into the appropriate larger bins located within the building:

	<b>Mixed Office Paper</b>	
	<ul style="list-style-type: none"> <li>- Office paper (all colors)</li> <li>- Magazines</li> <li>- Newspapers</li> <li>- Junk mail</li> <li>- File folders</li> <li>- Catalogs</li> <li>- Brochures</li> <li>- Paperback books</li> <li>- Adhesive notes</li> <li>- Paperboard (such as cereal boxes)</li> <li>- Staples and paper clips are allowed</li> </ul>	<ul style="list-style-type: none"> <li>- <b>No</b> corrugated cardboard</li> <li>- <b>No</b> facial tissue</li> <li>- <b>No</b> napkins</li> <li>- <b>No</b> disposable coffee cups</li> <li>- <b>No</b> juice cartons</li> <li>- <b>No</b> metal reinforced hanging file folders</li> <li>- <b>No</b> plastic coated shipping envelopes</li> <li>- <b>No</b> envelopes lined with bubble-wrap</li> <li>- <b>No</b> hardback books</li> </ul>

	<b>Plastic</b>	<b>Aluminum Cans</b>	<b>Landfill</b>
	<ul style="list-style-type: none"> <li>- Rigid bottles and containers</li> <li>- Yogurt cups are OK</li> <li>- Plastic lids from disposable coffee cups are OK</li> <li>- <b>No</b> polystyrene foam</li> <li>- <b>No</b> plastic bags</li> <li>- <b>No</b> plastic wrap</li> </ul>	<ul style="list-style-type: none"> <li>- Aluminum beverage cans only</li> <li>- <b>No</b> tin cans / soup cans</li> <li>- <b>No</b> aluminum foil or trays</li> </ul>	<ul style="list-style-type: none"> <li>- Garbage that will be sent to the landfill</li> </ul>

*If you have questions or need additional information please contact:*



**Office of Solid Waste Management & Recycling**

Georgia Tech Facilities Management

(404) 385-0088

recycle@gatech.edu

www.recycle.gatech.edu