

CORPORATE RESPONSIBILITIES

In cooperation with the local recycling regulations, Akridge is committed to providing you and your office all necessary information needed to implement and maintain an efficient recycling program.

Each office should be equipped with following items for effective recycling:

Central Mixed Paper Recycling Containers

suggested location: put one in each copy room

Central Bottle and Can Recycling Containers

suggested location: kitchen or break rooms

Individual Desk Mixed Paper Recycling Containers

suggested location: one at every individual's desk

Recycling is enforced by local jurisdiction Guidelines include: each work station has a mixed paper receptacle, central collection bins are clearly marked and plentiful, non-recyclables are not in recycle bins and recyclables are not in trash bins.

Please contact Akridge if we may provide assistance with proper recycling or the inspection process.

The energy saved from recycling one glass bottle will light a 100-watt bulb for four hours.

The energy saved from one recycled aluminum can will operate a television set for three hours.

RECYCLING Q&A'S

Q: WHO SAYS I HAVE TO RECYCLE?

A: All Virginia jurisdictions require recycling in commercial buildings.

Q: WHY IS RECYCLING IMPORTANT?

A: Recycling conserves valuable landfill space and saves natural resources and energy. It is also a responsible way to reduce waste, trash and litter, doing your part to be a good corporate citizen.

Q: WHERE CAN YOUR OFFICE GET ALL OF THE NECESSARY RECYCLING CONTAINERS?

A: Your Akridge property management team is happy to assist in providing the necessary materials to ensure your office is recycling responsibly.

Q: WHAT DO THE CLEANERS DO WITH THE RECYCLABLES?

A: The cleaning contractors have two barrels on their collection carts: a gray barrel for trash collection, and a blue barrel for recycle collection. Each barrel has complimenting colored liner bags. When collection is complete the gray bags inside the gray barrels get put in the building's central trash collection, for pick up by the building's trash contractor and the blue bags inside the blue barrels get put in the building's central recycling collection bin for pick up by the building's recycle contractor.



RECYCLING 101

a guide for an earth-friendly workspace



PAPER RECYCLING

Most paper products are recyclable and can be commingled in the central specified collection bin.

For convenience, individual recycling bins should be placed at every employee's desk. These individual bins should be emptied into the central collection bin by each employee as needed. The central recycling bin is emptied nightly by the cleaning service. Should you require additional individual recycling bins for your staff, please let us know by calling the Akridge Client Service line at: 202.638.3000, or submit a service request by visiting www.akridge.com.

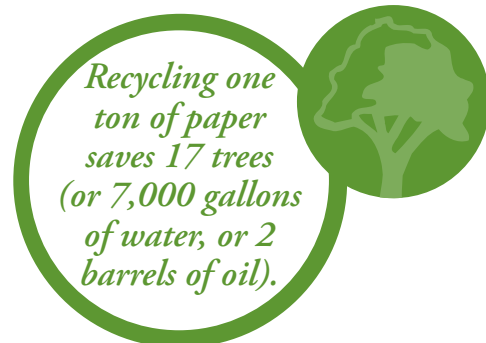
ACCEPTABLE ITEMS FOR PAPER RECYCLING INCLUDE:

- White paper
- Colored paper
- Windowed and non-windowed envelopes
- Heavy stock paper
- Newspaper
- Magazines



Items NOT acceptable for paper recycling include:

- Glossy paper
- Post-it note pads
- Laminated paper
- Hardback books
- Styrofoam
- Food containers, garbage, and any soiled paper items



LIGHT & ELECTRONIC RECYCLING

In addition to the mandated recycling collections, Akridge has incorporated additional recycling collections that include light bulb recycling and electronic recycling.

Lights (i.e. fluorescent lights, LED's, etc)

Each time a building staff member changes a light, the lights are collected and packaged in safety boxes. The boxes are then collected by a recycling contractor and the mercury is safely disposed of.



ELECTRONIC RECYCLING (I.E COMPUTERS, KEYBOARDS, MONITORS, FAX MACHINES, PHONES, HVAC UNITS, ETC)

Akridge promotes an electronic recycling collection for Clients each quarter. Clients receive a collection form to submit their list of collectibles. The electronic recycling collection contractors then come to your office and collect your specified recyclables.

All equipment is disposed of in a protective and environmentally friendly manner.

The collection is *free of charge* to all building Clients.

Akridge created this guide as a resource to be shared and referenced often. It is also available in electronic format at www.akridge.com.



This guide is printed on 100% recycled paper.

BOTTLE & CAN RECYCLING

Plastic, glass and aluminum bottles and cans can be commingled in the central specified collection bin.

Acceptable items for bottle and can recycling:

- Soda cans
- Aluminum cans
- Glass bottles
- Plastic bottles



Items NOT acceptable for bottle and can recycling include:

- Plastic lids, yogurt containers or peanut butter containers
- Pizza boxes or juice boxes
- Styrofoam
- Food containers, garbage, and any soiled items

SPECIAL RECYCLING REQUESTS?



Every 118 pounds of newspapers you recycle saves a tree.

Call the Akridge Client Service line at 202.638.3000 or submit a service request online at www.akridge.com.

Recycling bins are provided by Akridge. If you need additional bins or wish to purchase specialty recycling products at a discounted price, please let us know.