

## CORPORATE RESPONSIBILITIES

In cooperation with the Washington DC recycling law, 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 enforcement has increased as the DC Department of Public Works inspects commercial buildings to confirm that guidelines are met. These 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

*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.*

not in trash bins. Citations and fines may be issued for non-compliance. Please contact Akridge if we may provide assistance with proper recycling or the inspection process.



## RECYCLING Q&A'S

### Q: WHO SAYS I HAVE TO RECYCLE?

A: It's the right thing to do and it's the law. In 1989 the "DC Solid Waste Management and Multi-Material Recycling Act of 1988" took effect mandating that all commercial establishments implement a recycling program. Recently the Department of Public Works has heightened its enforcement of recycling and is monitoring these programs to ensure their effectiveness.

Violations of the District's recycling laws are subject to tickets and fines ranging from \$25 to \$1000.

### 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. As mentioned above, recycling is the law in DC.

### 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 complimentary colored liner bags. When collection is complete the grey bags inside the grey 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](http://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 Washington DC 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 bags. The bags are then collected by a recycling contractor and the mercury is safely disposed.



### 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](http://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?



Call the Akridge Client Service line at 202.638.3000 or submit a service request online at [www.akridge.com](http://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.

### Recycling Resources

Official Commercial Guide: [www.recycle.dpw.dc.gov](http://www.recycle.dpw.dc.gov)

DC Recycling Hotline: 202.645.8245

Department of Public Works: 202.645.7191