

# A Complete Guide To Office Recycling

Ways **YOU** can help keep our building **GREEN.....**

## IN THE KITCHEN



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Aluminum Cans Only

Plastic Bottles Only

Recycle Bin



Corrugated Cardboard



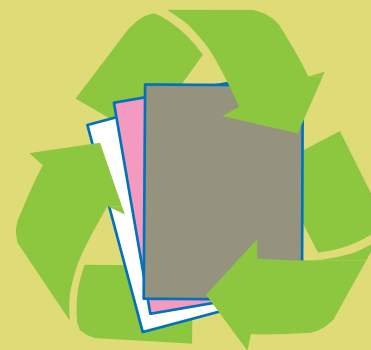
**Flatten & Place Near Freight Elevator**



## AROUND THE OFFICE



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White Paper

Mixed Paper

Recycle Bin

## DO NOT RECYCLE



- Food Residue
- Food Waste
- Milk Cartons
- Liquids
- Plastic Utensils
- Juice Boxes
- Plastic Bags
- Plastic Plates
- Aluminum Foil

- Shrink Wrap
- Plate Glass
- Styrofoam Cups
- Floor Sweepings
- Tissue
- Trash
- Wet Waste
- Pizza Boxes
- Food Waste

- Bottles & Cans
- Paper Plates
- Wood
- Styrofoam
- Sticky Notes
- Hanging File Folders
- Plastic Coated Paper
- Plastic Film Tape
- Carbon Paper