

201 SPEAR STREET

Tenant spaces – Trash, recycling and compost collection procedures

For desks, offices & cubicles:

The janitorial crew empties nightly the recycling bins only and this container should not have plastic liners.

DESKS & OFFICES =



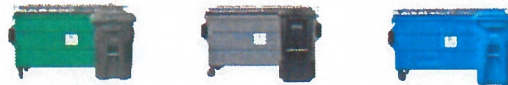
The following are the Centralized Areas: Kitchens, copy rooms and conference rooms

Kitchen: These areas have 3 containers; one for waste, one for compost and one for recycle. The janitorial crew will check and empty them nightly Monday through Friday.

Copy rooms/areas: Normally these areas have 2 containers; one for waste and one for recycle. The janitorial crew will check and empty them nightly. *Note: If the tenants want to add a compost container, the janitorial crew will empty them as well.*

Conference rooms: There are 2 containers; one for waste and one for recycle. The janitorial crew checks and empty them nightly Monday through Friday. *Note: If the tenants want to add a compost container, the janitorial crew will empty them as well.*

CENTRALIZED AREAS =



Tenants: Any trash or compost that the tenants generate in their cubicles/offices, tenants are to take them to centralized areas and place them in designated containers. Tenants are to place all recyclable materials in their desk recycling containers.

Note: Restroom containers are for compostables as well.