

RECYCLING PROGRAM

303 Second Street and Golden Gate Disposal & Recycling have been partners in coordinating the recycling program.

Trash containers

Each tenant employee is given a small trash only container for all non-recyclable items such as food, wax paper, and other items. This small trash container can sit inside of your desk trashcan. All other materials such as glass, aluminum, newspapers, magazines, and other types recyclables will go into the large container.

Kitchen Trash & Recyclables

Trash should be placed in the designated trash receptacles. Just like office recyclables, you can combine all glass, aluminum, paper plates, etc. in designated recycle containers in the kitchen areas. If you need additional or special recycling barrels, they can be purchased from the Management Office, please call 777-5548.

Wet Trash & Cardboard

Any wet trash that you may have should be placed in a bag, tied, and then disposed of in the standard trash bins. Please do not place un-bagged items in the trash, as it makes the bins very dirty and smelly. Any cardboard items that tenants may have should be marked "trash" so the janitorial crew can dispose of them accordingly.

Hazardous Waste

Tenants must comply with regulations mandating waste disposal and removal practices. Disposal of hazardous waste must follow strict federal, state, and local guidelines. Please sort waste accordingly.

Janitorial Service

The evening janitors remove all recyclable products in the kitchen on a daily basis, and in the copier/printer areas on a weekly basis.