



# Recycle

*Everyone*  
Participates

## Paper

Where

Recycling bins

What

Office Paper

Magazines

Books

Software manuals

Cardboard

Envelopes

Newspapers

Phone books

Empty cartons

Card stock

## Metal, glass & plastic containers

Where

In common area bins marked:

*"We recycle cans, glass and plastic"*

What

Aluminum and steel cans

#1 and #1 plastic containers (*no caps*)

Glass containers (*no caps*)

## Aerosol cans

Where

Office: floor next to recycling bins

Lavatory: floor near waste container

What

Personal, cleaning and general office  
use aerosol cans

## Other Recyclables

Call or e-mail as follows:

Appliance, Light bulbs: \_\_\_\_\_

Batteries: \_\_\_\_\_

Binders (clean, unprinted): \_\_\_\_\_

Computers, equip.: \_\_\_\_\_

Packing material: \_\_\_\_\_

Toner cartridges (boxed): \_\_\_\_\_

Questions contact: \_\_\_\_\_



[Your Logo Here]

# Cleaning

## Workstation Care

- Properly dispose of garbage
- Clean spills while still fresh
- Prepare area for cleaning personnel

## Building Safety

- Secure computer cords in your area
- Maintain clear walkways
- Properly store heavy materials

## Restroom Hygiene

- Wash hands after using restroom
- Wipe area around sink after use
- Minimize paper towel usage

With HHPC

*We*  
Can

Improve employee and occupant health and productivity

Improve environmental quality and sustainability while reducing costs

Improve our reputation and brand equity



[Your Logo Here]