

Sustainability Department Recycling Plan - City and County Building Staff Office

Property

Location: City and County Building, Room 418

Contact Name and Phone Number: Name, xxx-xxx-xxxx

Materials Recycled

- Paper, plastic containers, cardboard, cans
- Glass, metal, electronics, styrofoam, plastic film and bags

Education Plan & Materials

- Signage on each recycling bin noting what can and cannot be placed inside – laminated or sticker.
- Resources available for how to divert hard to recycle materials, glass, scrap metal, and reusable materials from the landfill.
 - Call 2 Haul for bulky items
 - Drop-offs of glass and styrofoam at local drop-off sites - dropped off as needed
 - E-waste: If not taken by IMS, recycled by MeTech Recycling
- Recycling education given to each new employee, including an overview on the Comprehensive Sustainability Policy and the Business & Multi-Family Recycling Ordinance. Review what belongs in the recycling bin, trash bin, and how to work with other materials.
- Designated staff member regularly checks bins for correct recycling and waste disposal practices as well as looks for opportunities for purchasing more sustainable materials, such as general office supplies and breakroom supplies.

Recycling Containers

- Small, blue recycling bins at each desk.
- Wherever there is a waste bin, there should be a recycling bin next to it when possible.
- One container in the office each for glass, block styrofoam, e-waste, plastic film/bags, and scrap metal.

Collection Schedule

- Trash and recycling bins are collected weekly by janitorial staff and transferred to bins collected by the Salt Lake City Waste & Recycling services.
- Call 2 Haul utilized as needed.
- Drop off of glass (to Momentum), block styrofoam (to Marko Foam), e-waste (to MeTech Recycling), plastic film/bags (to participating grocery store), and scrap metal (depends on material) as needed.

Plan Date: 09/12/19