



Recycling Guide

BROOKFIELD OFFICE PROPERTIES RECYCLING INITIATIVE

Brookfield Office Properties encourages you to reduce, reuse, recycle and recover where possible. We can all make a positive impact by working together to manage our waste stream effectively.

WHY DO WE NEED TO RECYCLE?

Recycling saves natural resources, conserves energy, helps protect our environment, and adds value to our economy.

GETTING STARTED – HOW TO HELP

The Brookfield Office Properties Management Team will be happy to assist you in designing and sustaining an effective recycling plan specific to your suite. Together we can help you become more effective recyclers by helping to ensure recycling containers are available and properly labelled and assist in educating your staff so that recyclable materials are placed in the appropriate containers and not comingled with trash.

[Click here to download labels for your recycling containers](#)

BE PREPARED & AVOID RECYCLING INSPECTION FINES

- Each floor or suite should contain a central mixed paper container in every copy room, a central bottle/can container in the kitchen and individual mixed paper recycling containers at each employee's desk.
- Each employee is responsible keeping trash waste separate from recyclables!
- Desk-side paper containers should only contain paper, and employees are responsible for emptying the contents as needed into the central paper container. Central containers are emptied regularly by the building's janitorial contractor and should be clearly marked.



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WHAT TO RECYCLE

Paper Recycling:

- White paper
- Color paper
- Mixed paper
- Envelopes
- Mail
- Post-it notes
- Cardboard boxes
- Cereal boxes
- Other paper products
- Folders
- Newspapers
- Magazines
- Telephone books
- Catalogs/Inserts

Commingled Aluminum, Glass & Plastic Recycling:

- Soda Cans
- Aluminum Cans
- Glass bottles
- Plastic bottles

WHAT NOT TO RECYCLE

Refrain From:

- Rubber bands
- Glossy or laminated paper
- Hardback books
- Facial tissues, paper towels, napkins
- Food trays or wrappings
- Paper soiled with grease, food or juice
- Plastic lids, utensils, plates or cups
- Styrofoam
- Cleaning/chemical containers
- Medical waste
- Tyvek envelopes

HELPFUL RECYCLING RESOURCES

Brookfield Office Properties Management
Office: 713.651.9800

Brookfield Office Properties Building
Website:

brookfieldofficeproperties.com/tenants