**Building Notice**

**REMINDER: RECYCLABLE WASTE DISPOSAL PROCEDURE**

Please ensure that the guidelines below are followed during disposal of packaging material and recyclable waste:

- **Non-recyclable waste** (ex: Styrofoam etc.) should be put in regular trash.
- All **bubble wrap and plastic wrap** should be put in with **Glass, Plastic, Metal waste** in green bins or clear bags.
- **Cardboard boxes** should be broken down and flattened prior to placing them for pick up.
- **Recyclable material** (ex: boxes) should not be blocking hallways/entrances.

Thank You for your cooperation. Please contact our office if you have further questions.