

GRAND & BENEDICTS RECYCLING POLICY

Grand & Benedicts employees are responsible for recycling the following:



SCRAP PAPER NEWSPAPERS MAGAZINES CATALOGS

This includes junk mail, envelopes, office paper, greeting cards, paper tubes, wrapping paper and cereal boxes. Do not include paper towels, coffee cups or paper coated with food, wax, foil or plastic.



Paper Collection Bin

Each employee is responsible for emptying their own paper recycling bins. Empty the paper in the large green paper collection bins. There are three bins on the 3rd floor, one on the 2nd floor (by the fax machine) and one on the 1st floor.



PAPER PRINTED ON ONE SIDE

The paper needs to be free from wrinkles and staples.



Add paper to the second chance paper collection boxes with the white side facing up. If needed, draw a line through the used side.



CARDBOARD (NON-REUSABLE)

Cardboard that can't be reused. Flatten the cardboard. Do not include wax-coated cardboard or pizza boxes.



Employees are responsible for flattening and recycling their own cardboard boxes. Nobody is doing this for you. Please take them out to the recycling station in the warehouse located right next to the bike storage.



CARDBOARD BOXES (REUSABLE)

Boxes in good shape that can be reused. Please flatten the boxes.



Reusable cardboard boxes go in the recycling station located right next to the bike storage:





**MILK CARTONS
DRINK BOXES,
PAPER BAGS**

Rinse to remove food particles.



Go in the paper recycling bin in the kitchen.



SODA CANS

Make sure the cans are completely empty. No plastic bottles.



Soda cans go in the recycling bin right next to the soda machine by the kitchen.



**PLASTIC
CONTAINERS, TUBS
AND BOTTLES**

Rinse containers. Do not include lids.



Plastic containers go in the plastic recycling bin in the kitchen.



**TIN AND STEEL
FOOD CANS**

Rinse food cans to remove food particles. Place metal lids inside cans and crimp closed. Do not flatten.



Place all tin cans in the recycling bin in the kitchen marked Tin Cans. We have a separate bin for soda cans located by the soda machine.



SCRAP METAL



Large pieces of metal go in the metal container outside the warehouse. This container is located outside the man-door by the shop.



GLASS

Place all glass jars and glass bottles in the glass bin in the kitchen. Rinse the glass and remove the lids.



Broken glass shelves go in the glass container in the shop.



STYROFOAM

This includes all Styrofoam that often comes in box packaging. It does not include packaging peanuts.



Please take Styrofoam to the recycling station in the warehouse located right next to the bike storage.

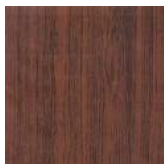


PACKAGING PEANUTS

Packaging peanuts that often come in box packaging can be reused.



Please take packaging peanuts to the Will Call Shipping Station in the warehouse.



WOOD



All scrap wood goes in the wood container outside the warehouse.



BATTERIES



Take small batteries to the battery recycling box located by the fax machine on the 2nd floor. For larger batteries we have a battery recycling bin in the Shop.



ELECTRONIC EQUIPMENT

This includes monitors, keyboards, phones, fax machines etc.



We recycle old electronic equipment on a pallet in the warehouse. See Dave Landolt if you have something you want to recycle.