

HOW TO SET-UP A RECYCLING PROGRAM FOR OFFICES & OFFICE BUILDINGS

Did You Know?

- Up to 93% of all office waste is made up of paper and 77% of that paper waste is recyclable.
- On average a business office can generate close to 1.5 lbs. of waste paper per employee each day and financial offices generate over two pounds per employee daily.
- It is possible to significantly reduce the cost of office supply paper by minimizing use and reusing paper.
- Up to 50% of your waste bill can be reduced by recycling office paper.
- 6.7 cubic yards of landfill space can typically be saved by recycling one ton of paper.
- 40% of waste being land filled comes from commercial and residential paper waste.
- By eliminating this paper from our waste would nearly double the lives of current landfills.

Office Recycling Areas & Collectables

Administrative & Office Areas

Office paper, corrugated cardboard, other paper, cans, bottles and toner cartridges.

Food Service Areas

Glass, metal, cans, plastic containers and corrugated cardboard.

Public Areas

Newspaper, magazines, bottles and cans.

If you manage office buildings with multiple tenants, you are responsible for providing tenants with an opportunity to recycle. To establish a successful recycling program in your office / office building, determine what type of program will work in your facility.

Materials that should be separated and recycled include:

- Office Paper
- Aluminum Cans
- Glass Containers
- Newspaper and Magazines
- Plastic Bottles
- Cardboard Boxes (Flattened)



How to make your program a success:

- Assess the waste being collected across your office building.
- Develop recycling programs based on your findings for each area. Be sure to concentrate on areas producing the highest amounts of waste.
- Ensure all containers are located in easy-access areas and are properly marked. Containers with specialized openings (i.e. hole for cans, slot for paper) are critical to maintain clean sorts.
- Educate tenants on proper recycling procedures. This can be easily accomplished through a special event, posters or memo while distributing containers. Explain the goals of the program and procedures. Be sure to provide recycling information to new tenants. Use multiple forms of communication to get the word on recycling out there (i.e. newsletter, flyers, etc.). Remind tenants to keep food waste out of recycling containers and trash. Food waste should be handled separately from trash and recyclables.
- Record the volume of recyclables departing the office building through a log system. With this you will be able to receive accurate compensation for the materials your office building has recovered.
- Once policies have been established, communicate the program to all staff in your office building. Demonstrate how to use each container and where to take all collected materials. Have this staff assist in monitoring the program.

We at Busch Systems would be happy to assist you with your recycling program.
Please contact us for more program ideas and recycling container solutions.