



Centralized Waste Bin Collection System Office Areas



*Partnering in a better system
to increase waste diversion!*

- ✓ Reducing reliance on single use plastic bags
- ✓ Eliminating contamination of recyclables
- ✓ Reducing waste odors and pest control issues
- ✓ Increasing waste collection efficiency

How does it work?

- Single garbage bins are not permitted. Recycling bins are allocated according to room occupancy, < 2 people keep bin > 3 people no bin.
- Central waste collection stations are set up a short distance from offices, work stations & meeting rooms - typically near common areas, kitchenettes & lunchrooms.
- Office staff must empty desktide waste bins at central waste stations.
- Office staff must clean their desktide bins when soiled.

Please remember!

- Acceptable recyclables include cardboard, paper, glass & plastic jars & bottles, metal cans.
- All recyclables must be clean and dry.
- Empty your desktide bin when full.
- Bins are revoked if non-compliance persists.



Waste bin allocation exceptions?

- If space or occupancy changes.
- If garbage "bin buddy" required at desk.
- If personal mobility issue exists.
- If special waste collection need exists.
- Order bins from Physical Resources Stockroom.