CUSHMAN & WAKEFIELD

Trash Removal & Recycling Guidelines
Centennial Lakes Office Park

Trash and recycling are collected from each suite on a nightly basis by the janitorial staff. Desk-side cardboard recycling boxes and trash stickers are provided at no cost to Tenants. Please contact the Management Office if you need trash stickers or desk-side recycling boxes.

Tenants are asked to refrain from placing trash, boxes, discarded office equipment, etc. in the common areas of the building. Items that do not fit into a trash container must be marked with a trash sticker. *NOTE: Janitorial staff will not discard items if they are outside of the trash container and not marked with a trash sticker.*

If you have trash or recycling items that need to be removed during the day, Monday through Friday, a work order request should be created in Workspeed.

Each desk should have two containers, one for recycling and one for trash. Janitorial staff will empty only the trash container from each desk. It is the responsibility of the Tenant to take desk-side cardboard recycling boxes to the large central area containers and empty them there.

Large items such as electronic equipment and furniture may not be disposed of in the standard waste removal process. Additionally, hazardous, and medical waste may not be included in the building waste stream. Items placed incorrectly in the building waste stream may result in charges or fines to the Tenant in addition to removal fees.

Tenants are responsible for removing their own unwanted electronics equipment and furniture. Please contract the Management Office for recommendations on companies that can assist in this process.

Our recycling program is "co-mingled" which means all items can be placed in one recycling container for sorting off-site by our handler. A recycling guide can be found on the following pages. Help maintain our recycling program by sharing the recycling guide with your employees so that they are educated on the program.

Carboard boxes should be broken down and labeled with a trash sticker. If the Tenant requires the removal of a large amount of cardboard, we ask that advance arrangements be

The building also offers organics recycling. An organics recycling guide can be found on the following pages. Organics bins are provided at no cost to the Tenants. Please contact the Management Office if you are interested in participating in this program.

CUSHMAN & WAKEFIELD

Recycling at work

Paper

- Paper (all kinds, all colors)
- Mail and envelopes
- Magazines and catalogs
- Packing paper
- File folders
- Paper tablet backings
- Newspapers and inserts
- Phone books
- Soft cover books
- Supplies and electronics boxes
- Cracker/cookie boxes

Cardboard

- Please flatten boxes.

Cartons

- Milk and cream cartons
- Soy and rice milk cartons
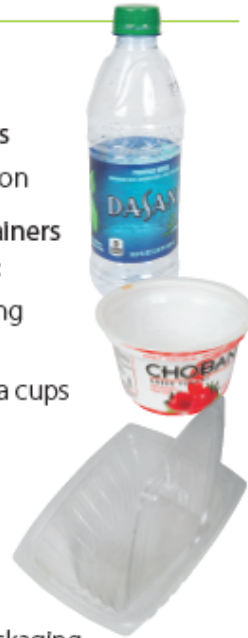- Soup cartons
- Juice boxes

Plastic

Bottles and jugs

- Lids and caps on

Cups and containers (please empty):

- Yogurt, pudding and fruit cups
- Iced coffee/tea cups
- Baked goods, deli and take-out containers

Packaging:

- Clear, rigid packaging from electronics, supplies, etc.

Glass

- Food and beverage bottles and jars

Metal

- Food and beverage cans

Not accepted: Tyvek envelopes • laminated paper • Styrofoam™ • plastic bags • plastic wrap • bubble wrap • microwavable food trays • paper plates • paper towels • plastic utensils and straws • coffee cups

7650 Edinborough Way, Suite 175
Edina, Minnesota 55435
(952) 837-8403

**CUSHMAN &
WAKEFIELD**

Organics
Recycling at work

All food

- Fruits and vegetables
- Meat, fish and bones
- Dairy products
- Pasta, beans and rice
- Bread and cereal
- Nuts and shells

Food-soiled paper

- Pizza boxes from delivery
- Napkins and paper towels

Certified compostable products

- Compostable cups, plates, bowls, utensils and containers

Look for the term "compostable" or the BPI logo on certified products.

BPI ®

Other compostable items

- Coffee grounds and filters
- Tea bags
- Tissues
- Plants and flowers
- Wooden items such as chopsticks, popsicle sticks and toothpicks

Not accepted: Plastic-coated items like coffee and soda cups, and uncertified to-go containers • diapers and sanitary products • frozen food boxes • milk cartons • products labeled "biodegradable" • cleaning wipes • grease or oil • Styrofoam™ • recyclable items (glass, metal, paper, plastic) • microwave popcorn bags • gum • fast food wrappers and condiment packets

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