



## **Recycling at Work:** ***Sample Language for Janitorial Service Bid or Contract***

For contract language or bid specifications, be sure to distinguish between trash removal and recycling pick-up. Determine if recycling pick-up is daily or "as needed". "As needed" can be helpful in saving labor costs, and dry recyclables like paper may not need to be picked up as frequently as wet recyclables like bottles and cans. See below for sample bid or contract language:

### **Trash/Recycling Pickup**

1. Collect and remove all trash from the entire facility daily. "Entire facility" means the lobby, the indoor and outdoor public areas, the hallways, the conference rooms, the restrooms, the lunchrooms and kitchens, and the office areas. (*Other areas?*)
2. Empty trash receptacles and replace plastic liner only if soiled with wet garbage.
3. Deliver emptied trash to the loading dock area and place properly in compactor. (*Or whatever location and containers are provided for trash collection*)
4. Maintain loading dock area (*or other areas*) free of debris and trash.
5. Collect, remove and keep separate all recyclables from the entire facility twice weekly, or more frequently if receptacle is full. Recyclables include white paper; newspaper; mixed office paper; cardboard; and glass, aluminum and plastic bottles and cans (*specify*). If applicable, return emptied totes to original locations, or replace an empty tote for the full tote when removing and taking to the loading dock for emptying.
6. Empty recycling receptacles for glass, aluminum and plastic bottles and cans and replace plastic liner.
7. Deliver collected and separated recyclables to the loading dock area (*or other*).
8. Place all mixed paper in dumpster, tote or other container located in the loading dock area labeled for mixed paper recycling. Place all cans and bottles in dumpster, tote or other container located in the loading dock area labeled for glass, aluminum and plastic container recycling. (*Specify whatever location and containers are provided for recycling collection for each material sort.*)
9. On designated floors or offices, empty recycling receptacles at each desk into separate container for recycling and deliver separated recyclables to proper dumpster, tote or other designated container in the loading dock area.
10. Remove any cardboard boxes placed next to recycling containers located in central locations (*or other*) daily or more frequently during times of higher volumes such as a tenant (*or new employee*) moving in.
11. Breakdown, flatten and place all cardboard in dumpster, tote or other container labeled for cardboard recycling.
12. Modify trash and recycling collection procedures as directed by building management. Changes will be made by building management in coordination with the janitorial service and the trash and recycling collection service. Attend training as directed.
13. Revise schedule, location for loading and unloading, sorting or other trash and recycling collection procedures as directed by building management.