

HOW TO RECYCLE AT SALESFORCE TOWER WHAT GOES WHERE?

DESK

MIXED RECYCLING (Blue container or labeled Mixed-Recycling)

- All Office Papers (*white & colored; remove plastic binders and covers*)
- All Glass Bottles and Jars (*empty*)
- Cardboard Packaging (*coffee cup sleeves, for example*)
- Plastic Bottles and Jars (*empty*)
- Unwanted Mail (*window envelopes are acceptable*)
- #2, #4 & #5 Rigid Plastic Containers and Lids (*yogurt cups, for example*)
- Magazines and Glossy Paper
- Aluminum Cans, Foil, & Food Trays

- Post-it Notes
- Hanging Folders
- Newspapers and Phone Books
- File Folders
- Carbonless (NCR) Forms
- Manila Envelopes
- Chipboard (*pen boxes, for example*) and Clean Paper Bags
- Plastic To-Go Food Containers
- Disposable Plastic Cups, Plates, & Utensils
- Cardboard

TRASH (Black container or labeled Trash/Waste)

- Ceramic dishes, drinking glasses, window glass, mirrors, or safety glass
- Plastic Bags

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- Non-recyclables items (*aseptic milk/juice cartons, Tyvek envelope*)

KITCHEN

COMPOSTABLES (Green container or labeled Composting)

- Food Scraps (*Fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, paste, bread, cheese and eggshells*)
- Soiled Paper Napkins, Plates, Tissues & Towels

- Waxed Cardboard, Paperboard Milk/Juice Cartons, Paper Coffee Cups, Tea Bags, Coffee Grounds & Filters
- **No Plastic Bags, Wraps, Straws or Styrofoam**

If you have an unusually large amount of trash or mixed-recycling, or have questions about the recycling program, please contact the Property Management office at 415-510-6500, or via www.bptenantservices.com.