



COMMERCIAL OFFICE TENANT RECYCLING PROCEDURES MANUAL

FOR:

800 Gessner Rd.

820 Gessner Rd.

840 Gessner Rd.

9821 Katy Frwy.

920 Memorial City Way

945 Bunker Hill Rd.

9805 Katy Frwy.

9807 Katy Frwy.

9811 Katy Frwy.

10100 Katy Frwy.

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PREPARED BY:

Wendy A. Parker, ARM, LEED AP O+M
Property Operations Manager

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MetroNational Recycling Programs

In October 2013, MetroNational-owned office buildings were included in a building/tenant-wide SINGLE-STREAM* recycling program (see list below). This Program will be part of an initiative to divert recyclable Company and tenant waste from landfills and conserve natural and produced materials (see list of items following).

Commercial buildings included in Program:

- 800 Gessner – start date Oct. 15, 2013
- 820 Gessner – start date Oct. 15, 2013
- 840 Gessner – start date Oct. 15, 2013
- 920 Memorial City Way – start date Oct. 1, 2013
- 945 Bunkerhill Rd. – start date Oct. 1, 2013
- 9805 Katy Frwy. – start date Oct. 1, 2013
- 9821 Katy Frwy. – start date Nov. 1, 2013
- 9807 Katy Frwy. – start date June 1, 2015
- 9811 Katy Frwy. – start date Oct. 1, 2015
- 10100 katy Frwy. – start date Feb. 1, 2017

Materials to be collected by building management and recycled by our recycling vendor include mixed paper, plastics, aluminum/steel/tin cans and cardboard. Electronics will also be recycled but collection of these items will be in a separate program and *no electronics or related equipment should be thrown in any tenant receptacles*. Tenants will be notified when the FREE electronics recycling events occur at their building (twice a year). Household batteries can also be discarded at the designated site at the office building (Your Property Management Office will provide location details).

* *SINGLE-STREAM means that ALL recyclables can be commingled into one bin/compactor – SEPARATION OF MATERIALS IS NOT REQUIRED.*

Education and Training

MetroNational will provide each tenant with a MS Power Point presentation (in English) upon move-in listing the purpose, benefits, procedures and expected outcomes of the MetroNational Reuse/Recycle/Reduce Program. This presentation should be shown to each tenant employee that works at the Company offices. It can also be emailed to each individual employee for personal viewing. MetroNational will also provide some internal marketing and instructional signage for use in your Company recycling program in your offices.

MetroNational also requires that the tenant assign at least one tenant recycling representative (“Recycling Champion”) to receive emails for promotional events, on-going updates to procedures, notifications about the Program and ongoing educational information that would be disseminated to all employees. This person should not have to spend more than 4 hours per year acting in this role.

Tenant Responsibilities

MetroNational does require that all tenants recycle the items listed below. We highly recommend that your Company implement a Waste Reduction and Recycling Policy (see Sample attached) to demonstrate to your employees that your Company is committed to reducing, reusing and recycling resources.

MetroNational will can assist you in ordering discounted pricing on small under desk receptacles for your office (BLUE in color) for the collection of all recyclables. Each desk container will be emptied by the janitorial staff every evening. Tenants are responsible for ensuring that desk receptacles are used only for the “Acceptable” items listed below. Janitorial staff will not go through desk containers to separate recyclables from non-recyclables.

For desk containers:

Acceptable:

White Paper (staples are OK)
Colored Paper
Folders
Magazines
Newspapers
Cardboard
Junk Mail
Manuals
Catalogs
Envelopes (includes windows)
Paperboard (like cereal boxes)
Tetra Paks (for soups and liquids)
Aluminum cans
Tin cans
Steel cans
#1-5 & #7 plastics

Not-Acceptable:

Padded envelopes
Laminated items
Tissues/hand towels
Paper towels
Binders
Hard-Bound Books
Plastic Bags
Wood
Soiled paper (no organics)
Glass



We also recommend that you purchase larger recycling receptacles for copy rooms and lounges. (Your Property Management Office can assist tenants in locating recycling bin vendors)

Please place **bags of shredded paper** near recycling bins and the janitorial staff will remove them for you.

Tenants will also be responsible for breaking down cardboard as much as possible and place it into the larger recycling receptacles within their space or placing them beside their recycling receptacles in an organized fashion.

To prevent odors, tenants will be responsible for rinsing out **plastic and metal containers** before discarding them. If receptacles are found to be continually soiled, janitorial staff will notify the Property Management Office as to the contamination issues.

Janitorial Procedures

Janitors will utilize “double-caddies” on each floor to empty recycling bins. Recyclables will first be dumped into the janitors blue can on their caddy (Because Houston has SINGLE-STREAM recycling, all recyclables go into ONE bin for collection). Regular waste will go into the gray can on their caddy. When the blue bins become full, they will be dumped into the 96-gallon green totes that are stored in Mechanical Rooms during the day and pulled out nightly by the janitorial staff. These green totes, when full, are then taken to the recycling compactor for dumping.

Regular trash is bagged and taken down in gray totes and placed into the regular waste compactors.

Garage Area Collection (Exterior):

All recyclables receptacles in parking garages will be emptied daily or as needed and are also combined into one recycling bin/compactor.

Monitoring Recycling Program

Our janitorial staff will be reporting back to us at least weekly as to the “purity” of the items being placed in the tenant’s recyclables receptacles. Daily, staff should closely monitor the items being placed in tenant receptacles to determine:

1. Is wet/organic/non-recyclable waste* being thrown in the recyclables receptacles on a regular basis?
2. Are beverage and food containers (plastics & and metals) being rinsed out thoroughly so that no liquid or odor is present in the liners or receptacles?
3. Is cardboard being broken down and stacked for easy removal?
4. Are electronics (keyboards, computer mice, speakers, cell phones, batteries, wiring, etc.) being thrown away in the regular trash?

* Non-recyclables may include:

Laminated items	Wood
Tissues/hand towels	Soiled paper of any kind (no organics)
Paper towels	Padded envelopes
Three-ring Binders	Styrofoam cups and plates (#6 plastics)
Hard-Bound Books	Plastic utensils
Plastic Bags/Wrappers	Glass

The Recycling Program will also be monitored by the recycling haul vendor. Every haul of the recycling compactor will be inspected by the vendor.

So, if the janitorial staff or recycling vendor finds that the recyclables are contaminated with regular waste, then the Property Management Office will be notified. A memo will then be sent out to the tenants for corrective action.

Sample Recycling Policy

Executive Summary

This policy establishes guidelines to accomplish (Company)'s goal of reducing solid waste going from the office into landfills. The policy describes (Company)'s recycling plan and a recycling program.

Policy Details

I. Policy

(Company) is committed to good stewardship of the environment. A key element of that stewardship is the reduction of the amount of solid waste going from the office into landfills. Solid waste landfills have negative long-range environmental impacts, drain community resources, and have limited capacity to accept the large quantities of waste generated by our society today. (Company) will make every effort to reduce the solid waste generated in the office. Four methods will be used to implement this policy: source reduction, reuse of materials, recycling, and purchase of recycled materials. Every (Company) department and individual employee has a personal responsibility for implementing this policy.

II. Methods to Achieve Solid Waste Reduction

- A. Source Reduction: All employees of (Company) are responsible for implementing operational practices that prevent waste from being produced. Examples include printing reports and documents on both sides of the paper; printing appropriate numbers of documents; using email rather than printed correspondence; and using products that are reusable, refillable, repairable, non-toxic and recyclable. Items requiring the least possible packaging should be purchased when practical. Every effort should be made to prevent excess or unneeded materials from being purchased.
- B. Reuse of Materials: All employees of (Company) are responsible for reusing products whenever possible. Examples include: using dishes, glasses, and reusable flatware rather than disposable paper and plastic ware; using pens that require refilling cartridges rather than disposable types.
- C. Recycling: All employees of (Company) are responsible for separating identified recyclable materials and placing them in appropriate recycling containers.

(Customize as needed)

All Recycling bins: All office paper, magazines, catalogs, junk mail, flyers, Post It notes, envelopes, etc. Aluminum cans, tin cans, Tetra-Pak (soups, soy milks, etc) containers, plastic bottles (#1 -#5 and #7 only).

ELECTRONICS: The building owner will provide on-site events (twice a year) to drop off all electronics, toner cartridges, etc., so these items should be stored until those events occur or contact the Building Manager to obtain the contact information for the waste provider for those items. These items should never be placed in waste or recycling bins within the office.

- D. Purchase of Recycled Content Material: All Company departments are responsible for taking efforts to purchase and use products manufactured from or containing recycled materials.

III. Procedures

The assigned office "Recycling Champion" will be responsible for:

1. Assist in maintaining this Company Recycling Policy.
2. Distributing and/or posting marketing and other signage regarding the Program for all employees to view.
3. Ensure that all recycling containers are in proper locations and re-evaluate their effectiveness periodically. He/she shall advise the proper personnel if the bins are no longer effective in collecting the required recyclables.
4. Periodically view the contents of the regular waste bins and recycling bins to ensure that employees are properly disposing of regular and recyclable waste in the proper bins and reporting deficiencies to the proper personnel.
5. Staying in contact with the building owner recycling representative to obtain updates, scheduled recycling events, marketing, recycling reports, etc. so they can be distributed as recommended.
6. Encouraging all employees to get involved in the Program and properly recycle, reduce and reuse resources.
7. Taking other appropriate action as he/she deems necessary to implement this Policy.