

# 816 ★ CONGRESS

## SINGLE STREAM RECYCLING PROGRAM



816 Congress has an extensive recycling program with the City of Austin, Austin Resource Recovery that manages the Downtown Recycling and Trash Service District. All Customers are asked to designate **one (1) container at their desk for “recycling only”** by affixing a recycling sticker to it and **one (1) container for only “Trash/unacceptable recycling items”** at their desk. These stickers are available through the Management Office.

If you have a container that has the emblem “RECYCLE”  on it than you will not need a sticker.

The recycling only container will be for “ACCEPTABLE” items and the trash/unacceptable container will be designated for “TRASH” at your desk.

Food trash may still be thrown away in central trash containers located in areas like the kitchen or break areas. All recycling and trash containers will be emptied nightly by the janitorial staff. It’s that simple.

Please note that listed below are a few rules that will need to be followed by your personnel.

- Cardboard boxes need to be broken down. This is your responsibility, not our Janitorial contractors.
- Styrofoam needs to go in the trash. This is not allowed in the recycling bins.

Attached are multiple reference items that can be used to educate your personnel about recycling.

Compliance is important and we need to be sure that the guidelines are being followed by everyone.

We have made this program simple to allow everyone to participate and hope that YOU will participate as well. If you have any further questions about this program please contact the Property Management Office at 512-354-3740.

Thank you in advance for your cooperation and for your efforts to keep 816 Congress a green building!