

TENANT TOPIC: WASTE DISPOSAL



All waste is separated into the following groups:

Trash

Trash should be placed in black containers or in sidecars which hang on desk side recycle cans

Compost

Compost should be placed in centralized green containers

Recycling

Recyclables should be placed in blue containers or in desk side recycle cans

Electronics/Other

Schedule a pickup with ewasteSF during their monthly pickups to recycle electronics, packaging material, furniture, etc.

Please let us know if you need any:

- Bins:
 - Every desk should have a Recycling bin and Trash sidecar bin. (see photo on right)
 - Even better, we encourage you to remove all desk bins and to have centralized bins in key locations around your suite.
 - Every kitchen should have a large Trash, Recycling, and Composting bin
- Stickers/Posters:
 - Stop by the Management Office to pick up medium-sized stickers for all 3 bins.
 - Posters are available for print [here](#) or [make your own posters](#) for your office.



FAQ:

Q: How clean does it need to be to recycle?

A: Perform the drip-test. If food/liquid does not drip or fall out, it can be put in recycling. A simple rinse or wipe usually suffices.

Q: Can I recycle thin plastics?

A: Thin, clean plastics such as plastic wrapping or plastic bags can be recycled if they are bundled inside of a clear plastic bag the size of a basketball. See the "Plastic Film Recycling" link below for more info.

Q: How do I know if my food container/utensil is compostable?

A: It must specifically say "compostable" on it. Items labelled as "bio-compostable," "biodegradable," "decomposable," etc are NOT compostable. It can only say "compostable" to be compostable.

Q: What do I do with shredded paper?

A: Place it loose inside of your compost bin or place the bag/bin of shredded paper near your waste bins for janitorial to place into compost.

Q: Where do I put my used coffee cup?

A: Place emptied paper coffee cups and their accompanying plastic lids can both be placed in recycling.

Additional Resources:

- [SF Recycles](#) (helps you determine what goes in what bin)
- [Recycle Where](#) (where to get rid of specific items)
- [SF Environment](#)
- [Recology](#)
- [Stop Junk Mail](#)
- [Plastic Film Recycling](#)
- [Join a tour](#) of Recology's facilities (take an office field trip!)



Dear Valued Tenants,

Recycling for Electronics, Office Furniture, Office Junk/ Supplies is available "On-Call"

Everything In Your Office Can Be Recycled!

Request a pickup below & we will collect from your suite or area you designate.



[Click Here To Request A Pickup](#)

Or paste to URL: <https://www.ewastesf.com/pickup/tenant/>

- All Electronics & Appliances
- Computers, Monitors
- Furniture, Tables, Shelving, Decor
- Junk, Office Supplies, All Media
- Batteries, Light Bulbs, Paint, Styrofoam
- Paper Shredding
- Data Destruction
- Dismantling/ Office Move-Outs



**Office Move-Out
Services Available**

ewasteSF Recycling

415.949.2783

pickup@ewastesf.com

text pics for quote 415.757.7111

**Rolling Bins Are Available to
remove ewaste/junk**

