

1 ANALYZE CURRENT WASTE AND RECYCLING PROCESSES

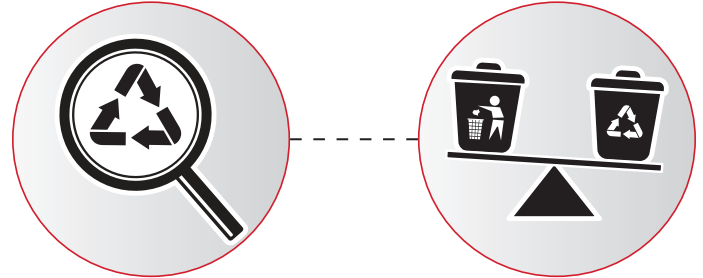
CONDUCT A WASTE AUDIT

OBJECTIVE:

- Collect, separate, and weigh each waste stream to understand how much is recycled versus how much is sent to the landfill

RESOURCES AVAILABLE:

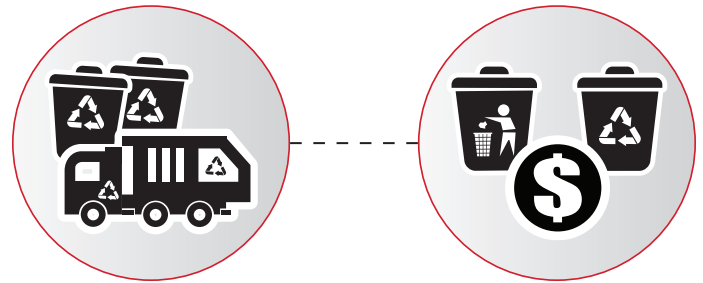
- Rubbermaid Commercial Products Waste Audit Guide




CONTACT YOUR RECYCLING SERVICE COMPANY

IMPORTANT QUESTIONS FOR YOUR RECYCLING SERVICE CONTRACTOR

- How will your recycling fees differ from your landfill/trash fees?
- How often will the recycling service company pick up recycling?
- What materials does your recycling service company collect for recycling?

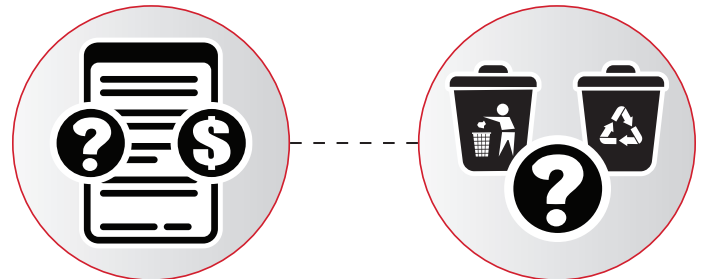



 **HELPFUL HINT:** If your recycling service company does not pick up a specific stream, search the Earth911.com database for additional recycling drop-off locations.

CONTACT YOUR BUILDING SERVICE CONTRACTOR

IMPORTANT QUESTIONS FOR YOUR BUILDING SERVICE CONTRACTOR

- Does your current contract with your building service contractor align with the collection needed for your new recycling system?
 - If not, can your contract be modified, and what would be the new cost?
- Does the building service contractor have the products needed to collect recyclables and keep the streams and trash separated?



 **HELPFUL HINT:** Confirm your building service contractor can service the new recycling system, as poor collection practices can negatively impact tenant and patron trust that their efforts matter.

2 CREATE A RECYCLING PLAN

ASSESS YOUR FACILITY

OBJECTIVE:

- Determine the right products for the unique waste and recycling needs of your facility

RESOURCES AVAILABLE:


- Rubbermaid Commercial Products Recycling ROI Tool available to estimate cost savings
- Contact your Rubbermaid Commercial Products Sales Representative to conduct a site assessment and provide a customized report that details the products you need and the recommended placement of each receptacle
- RCP Recycling Solutions Catalog



3 DEPLOY THE NEW RECYCLING PLAN

DEPLOY YOUR NEW RECYCLING SYSTEM

- Order products, per site assessment provided by Rubbermaid Commercial Products Sales Representative

 **HELPFUL HINT:** Remove old products and place new Rubbermaid Commercial Products in recommended locations overnight, to minimize disruption to patrons.




4 EDUCATE PATRONS, TENANTS, AND STAFF

REVIEW OUR HELPFUL TOOLS

RESOURCES AVAILABLE:

- Recycling 101 flyer, for patrons
- Recycling Program Overview, for janitorial staff
- Customizable PowerPoint presentation to detail your new recycling system

 **HELPFUL HINTS:**

- Schedule a meeting with patrons and janitorial staff to hand out all resources and review your new recycling system.
- Send an email to your tenants and patrons announcing your new program.

