

RECYCLING

As with many corporations across the nation, NorthMarq management is concerned with the environment. In an effort to minimize both un-recycled waste and trash removal expenses, we offer a complete office-recycling program. Your office paper, cardboard, glass and aluminum may be discarded in various recycling containers. (See following attachment, which lists all recycling materials.) Tenants are responsible for providing and dumping their desk recycling bins into a common recycle bin located within their suite. Our nightly janitorial service will dispose of your common recycle bin into our building recycle bins. For more information or to order cardboard desk recycling bins, please contact the NorthMarq management office at **(612) 339-4343**.

The following items can't be thrown in the trash and need to be recycled:

Batteries: Includes all batteries, AAA, AA, C, D, button cell, 9-volt, and all others, both rechargeable and single use. There will be a bin located in the management office (Suite 220C) for tenants to bring their batteries and have them recycled.

Electronic devices: Includes most monitors; including cathode ray tube (CRT), liquid crystal diode (LCD), and plasma monitors, computers, printers, VCRs, cell phones, telephones, radios, and microwave ovens. Please notify the management office if you have any electronic devices which you need to get rid of. The management office will send out a quarterly notice to the tenants of a specific date that we have scheduled for a pickup to recycle these items. In order to encourage this process, there will be no charge to the tenant for recycling the items mentioned above.

Appliances: If you have an appliance that needs to be disposed of, please call the management office for a vendor to contact. The cost of the disposal of the appliance will be the tenant's cost.

Do Recycle These:

Newsletters
Adding Machine Paper
Post-it-Notes
Computer Paper
Miscellaneous Forms
Reports
Pastel colored paper
Cardstock
Stationary
Index Cards
Computer Printouts
Copier Paper
Phone Message Slips
Envelopes
Manila File Folders
Window Envelopes
Carbon-less Forms
Newspapers/Magazines
Pop cans & Cans (food and beverage only)
Fax Paper

*Paper Clips, Staples and Rubber Bands

DO NOT need to be removed

Cardboard and pop cans are recycled and collected separately.

Do NOT Recycle These:

Copier Paper Ream Wrappers
Food Waste
Bathroom Wastepaper
Food Containers
Napkins
3 Ring Binders
Candy Wrappers
Tyvek Synthetic Envelopes
Label & Envelope Boxes
Metal
Paper Bags
Pizza Boxes
Photographs
Hanging File Folders
Transparencies
Poly Coated Release Paper
Brown Envelopes
Pendaflex plastic tabs
Plastic bindings
Mylar reinforcement tabs/edging
Dark colored paper
Styrofoam (cups, plates and peanuts)
Gift Wrap

