



Office Buildings

Take a Closer Look at *Chicago Recycling*

All office buildings that are refuse collection customers are required under the Chicago High Density Residential and Commercial Source Reduction and Recycling Ordinance to provide recycling services for tenant office establishments. This information sheet, together with the Recycling Guide (also available from the Department of Environment), will help you establish an effective office building recycling program.

The City recommends a "source separated" collection program, but a "post-collection" system is allowable if you take measures to ensure paper items are not contaminated by other wastes. For more detailed information on requirements of post-collection systems for office buildings, please see the Recycling Guide. Recycling plans for office buildings must also include targeted recycling rates and must share all information with office establishments within the building.

APPROVED RECYCLABLES INCLUDE:

- high grade paper
- newspaper
- mixed office paper
- corrugated cardboard
- magazines and catalogs
- glass bottles and jars
- aluminum cans
- steel and bi-metal cans
- plastic containers
- wooden pallets
- fluorescent bulbs
- high-intensity discharge lamps

SOURCE REDUCTION MEASURES:

- Double-sided copying
- Use reusable laser toner or copier cartridges
- Use long-lasting, energy efficient light bulbs with median life expectancies of 9000 hours or long-lasting, energy efficient fixtures
- Circulate or route memos instead of copying
- Use scrap paper for messages and memo pads
- Purge mail lists of duplicate and outdated names
- Use reusable intra-office and inter-company envelopes
- Convert bathrooms from paper towels to electric hand dryers or cloth roll towels
- Buy supplies in bulk to reduce packaging
- Purchase refillable supplies such as tape dispensers
- Use e-mail and computer bulletin boards for inter-office communication
- Replace paper cups at coffee makers and water coolers with washable, reusable mugs and cups

ADDITIONAL TIPS FOR EDUCATING TENANTS/EMPLOYEES:

- Ask each building tenant for a recycling coordinator to help educate their staff
- Schedule in-house training sessions to explain the details of the recycling program to new tenants and employees
- Provide monthly recycling progress reports to tenants



30 North LaSalle Street
25th Floor
Chicago, IL 60602

(312) 744-7606

Fax: (312) 744-6451

e-mail: environment@cityofchicago.org
www.cityofchicago.org/environment