



Recycling at Work in Sunnyvale : **Janitorial Partnerships**

Janitorial service companies responsible for picking up trash and recycling from employees/tenants are valuable partners in ensuring the success of your recycling program. They are also among one of your highest expenses. By following the tips provided below, you can achieve a more successful, sustainable and cost effective recycling program at your business or office.

<p style="text-align: center;">Tips for Involving & Working with Janitorial Staff</p> <p style="text-align: center;">Make recycling as easy for everyone as possible. A simply designed and easy to use program will maximize participation.</p>	<p style="text-align: center;">Sample Contract Language for a Janitorial Service Bid or Contract</p> <p style="text-align: center;">This sample contract language offered below can be modified for each building’s specific program, equipment and container locations. Not all points below may need to be included for every building.</p>
<p>1. Minimize the sorting of recyclables. Ex: Collect all paper in one bin rather than separate by type or color.</p>	<p>1. Collect and remove trash from the entire facility daily. Entire facility means the lobby, indoor and outdoor public areas, hallways, conference room, restrooms, lunch rooms, kitchens and office areas <i>(be specific)</i>.</p>
<p>2. Reduce janitorial labor. Ex: Set up desk side bins for recycling to be picked up by janitorial staff, eliminate large personal trash bins and replace with mini bins that are to be emptied into a community garbage bin to incentivize reduction in garbage and increase generation of recycling. Paper recycling collection is clean and dry so do not use plastic liners in collection containers.</p>	<p>2. Collect, remove and keep separate all recyclables from the entire facility twice weekly, or more frequently if receptacle is full. Recyclables include white paper, newspaper, mixed office paper, etc. <i>(be sure to always specify materials)</i>.</p>
<p>3. Label bins properly. Ex: Blue bin for recycling, black bin for trash and a green bin for organics.</p>	<p>3. Twice weekly, or more frequently if bins are full, remove containers or recyclables <i>(specify exact materials)</i> located in central office locations and unload into proper dumpsters or other designated containers in the loading dock area.</p>
<p>4. Determine collection schedules. Ex: Dry trash or recyclables may not require daily collection but wet waste such as compost will <i>(specify this in your janitorial contract)</i>.</p>	<p>4. Empty trash receptacles and replace with liner if soiled with wet garbage.</p>
<p>5. REMEMBER: Train employees and tenants. Ex: Send out periodic emails or handouts listing what is recyclable and what is not and an overview of how the recycling program works to remind and educate current employees/tenants. Display a poster in a common area for all to see.</p>	<p>5. Return emptied bins <i>(specify bins)</i> to original locations, or replace empty bin when removing or taking to the loading dock for emptying.</p>
<p>6. Report contamination. Ex: Contamination issues, tenants that are not participating in the program.</p>	<p>6. Remove cardboard that is placed next to bins located in central locations daily or more frequently during times of higher volume, ex. such as tenant move ins.</p>
<p>7. Write clear contract specifications <i>(Refer to sample language in the next column)</i>.</p>	<p>7. Place all cans, bottles and mixed paper in appropriate dumpsters or other containers labeled for glass, aluminum, plastic and paper recycling.</p>

For additional assistance contact **City of Sunnyvale’s Recycling Program** at (408) 730-7484 or mlindemuth@ci.sunnyvale.ca.us

*Tip Sheet was adapted from the work of the Greater Vancouver Regional District, British Columbia and Clackamas County, Oregon.