

# RECYCLING REQUIREMENTS

Northwood Office has partnered with O'Leary Group to help turn recyclable materials into new products. Join our efforts by separating trash from recycling using the following guidelines.

## THE FOUR RECYCLABLE ITEMS\* ARE:



**PAPER**



**CARDBOARD**



 **PLASTIC**




**ALUMINUM  
AND METAL**

**\*Keep all recycleables clean, dry and free from food/drink waste.**

## SAMPLE OF COMMON OFFICE ITEMS

### RECYCLABLE

- ✓ Stack of stapled paper
- ✓ Envelopes with or without window
- ✓ File folders
- ✓ Magazines
- ✓ Soda, water, sports drink and other beverage bottles
- ✓ Cleaning supply containers
- ✓ Rigid  plastic food containers

### NON-RECYCLABLE

- ✗ Plastic grocery bags
- ✗ Disposable cutlery
- ✗ To-go food containers
- ✗ Wax-coated coffee cups
- ✗ Napkins
- ✗ Milk or water jugs
- ✗ Clear food packaging or cling wrap

This list represents Northwood's commercial recycling policy and is different from residential recycling policies. Visit [goballantyne.com/sustainability](http://goballantyne.com/sustainability) to learn more about Northwood's sustainable practices.