



RECYCLING & TRASH COLLECTION CHANGES IN DEPT. OF ADMINISTRATIVE SERVICES BUILDINGS

The where, why, how and when answers to the new system



WHY?

During the recent special session, the Legislature directed the Department of Administrative Services to implement centralized trash and recycle paper collection in state office buildings as a way to reduce state operating costs. Rent charges for DAS buildings were reduced on February 1, 2002 to reflect the savings from this budget reduction measure. It represents \$350,000 or about .01 per square foot. Service agreements will also be adjusted at the end of the biennium to reflect this change.

WHERE?

The change is effective in all DAS-owned and serviced buildings.

WHEN?

It all starts the first week of June 2002 and becomes the way we do business from now on.

WHOM TO CONTACT

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WHAT?

Every night in most state office buildings, custodians go to each desk and empty the recycling and trash for each state employee. It takes a long time and is costly for state government. Therefore, we are moving to centralized trash and recycling collection.

This means employees will now be responsible for emptying their own recycling and garbage to one or two centralized locations on each floor. But, at a frequency of their choice. Perishable items, like fruit or sandwiches, must be emptied on a daily basis. But, if you have nothing perishable and decide not to empty your garbage for a week or more, that's your choice. You can work it into your schedule. In fact, you may decide to walk all your trash to the centralized location and not have trash cans in your work area. Custodians will empty recycling and trash from the centralized locations.



Please don't forget that we've also gone to "commingled" which means that all paper items go in the same barrel. We no longer need to separate white or mixed paper. Barrels will be located in centralized locations for "All Paper", and that's where it all goes now. However, we do need to continue to sort cardboard, glass, plastic, batteries, cans, etc, and we do need to keep garbage out of the recycling.



HOW?

Here's a breakdown of the new system:

- ☞ Talk to your coworkers, building manager, or DAS about where the centralized locations are on your floor.
- ☞ Collect your garbage and recycling in the proper containers at your desk.
- ☞ When your recycling is full, take and empty it in the proper blue barrels in the centralized location.
- ☞ Remember that all paper fiber now goes in one barrel, and other recyclables in the same place they've always been.
- ☞ When your garbage is full, or you have perishables in it (such as fruit rinds and peels, or lunch remnants), take it to the plastic-lined containers for garbage in the centralized location. Please never put garbage into the recycling barrels, or recycling in the garbage cans.
- ☞ Contact your building manager or DAS if you have any questions.