



# Multi-tenant Building Recycling

**“What Questions Should I Be Asking?” Below are questions for multi-tenant building managers to use in planning a new recycling program or assessing a current program.**

## Garbage Disposal Service

- What is the composition of my building’s trash?
- What proportion of my trash can be diverted with aggressive recycling?
- How can recycling reduce the inevitable increase in trash hauling costs over the next five years?

## Custodial Collection

- Does my current contract for custodial services require changes if a recycling program is instituted?
- What additional duties will be required of custodial staff with a recycling program?
- How can collection schedules be modified to include recycling?
- What new equipment will be needed to accomplish the goals of a recycling program?

## Material Storage

- Will recycled materials require additional storage capacity at my loading docks?
- Will an additional compactor or a paper baler be necessary?
- How often will my recycling service collect my recyclables?
- What are fire department regulations for proper storage of recycled materials?

## Program Management

- Do I need to appoint a recycling coordinator for my building?
- What training do I need for my building staff?
- Who should receive workstation recycling containers?
- Will the recycler provide containers?
- If not, how do I pay for these containers?

## Education and Management

- How do I educate my tenants about the recycling program?
- Will tenants participate in a recycling program?
- Do my tenants need their own recycling coordinators?
- Once begun, how could I maintain and increase tenant participation?

## Leasing

- Does a recycling program affect current leases?
- How can I promote recycling as a tenant amenity in negotiating a lease?
- How can recycling costs or savings be passed on to tenants?

## At Your Service

The Resource Venture provides *free* information, assistance and referrals to help Seattle businesses improve their environmental performance. We are a partnership of the Greater Seattle Chamber of Commerce and Seattle Public Utilities.

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