

HOUSTON CENTER RECYCLING PROGRAM



Green practices are a way of life at Houston Center. In 1980, Houston Center initiated its first recycling program. The program faded away when trash haulers opened up a sorting center to recycle all materials in the trash. When the trash haulers closed down the sorting centers, Houston Center began working on a new program. We are now proud to roll out a comprehensive recycling program which includes glass, aluminum, plastic, cardboard and paper.

Please keep a copy of this document to use as a reference guide for what can and cannot be recycled. The recycling locations may differ from company to company. Please contact your company's office manager or facilities manager on your company's recycling locations.

The participation of each individual at Houston Center ensures the success of the recycling program. We must all remember to Reduce, Reuse and Recycle as much as possible. Together we can make a difference in the amount of waste that is hauled to our landfills and contribute to a healthier environment for the next generation.



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GLASS



- Bottles and jars
- Clear and colored
- Rinse and discard caps

Location: Loading Dock

ALUMINUM



- Clean cans, foil and pie plates
- Rinse and crush
- NO aerosol cans or scrap metal

Location: Kitchens

PLASTIC



- Bottles and containers
- Plates and utensils
- Bags and liners
- Discard caps
- Rinse and crush

Location: Kitchens

CARDBOARD



- Flatten and remove liners
- NO wax or plastic coated materials
- NO foamcore

Location: Freight Lobbies

PAPER



- Newspaper and inserts
- Office paper
- Junk mail, catalogs and magazines
- Drawings and plots
- Cups and plates
- NO wet paper
- DO NOT mix with organic
- NO wax or coated paper
- NO tissue paper

**Location: Desk Side Receptacles
and/or Company Work Rooms**

WHAT ELSE CAN I DO?

- Turn off your overhead lights and use the under cabinet task lighting in your desk.
- Turn off your overhead lights when you leave the office.
- Shut down your computer, monitor and printer when you leave the office each day.
- Close your blinds on sunny days to minimize the heat load in your space.
- Use Energy Star labeled computers, monitors, printers, fax machines and copiers.