

A GUIDE TO

SINGLE STREAM RECYCLING IN THE OFFICE

FACILITIES PLANNING AND MANAGEMENT



LOCATE CENTRAL RECYCLING BIN.

The larger blue recycling bins are located in central areas like break rooms, common lounges, etc.

WHAT GOES IN THE BIN?

All recyclables go into a single bin. Toss your paper, magazines, beverage, and even plastic food containers in the bin. Don't forget to read, rinse, and recycle.



READ, RINSE, RECYCLE.

If the number located inside the recycling arrows on your item are 1-7 you can toss it in the blue bin! Be sure to rinse and dry if it has come into contact with drink or food.

TOSS IT IN THE BIN.

If it belongs in the blue bin and it's been rinsed and dried, its ready for recycling! Do not include plastic bags or liners.



REQUEST YOUR OWN BLUE BIN.

For your own desk side recycling bin you can fill out our [single stream bin request form](#).

*Single stream recycling materials go to MidAmerica Recycling in Des Moines, IA.