Waste Basket Policy

A waste basket should be located under every desk in the office and must only be used for recyclable material. No trash or food should be placed in office waste baskets. Trash must be thrown into the large trash container in the kitchen.

All employees must empty their waste baskets into the kitchen recycling bin at the end of each work day. The employee who closes the office for the night is responsible for taking the kitchen trash and recycling to the outside dumpsters.

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