

### **Our Recycling Program**

We operate the following waste streams at the building: Secure Paper, Mixed Paper, Cardboard, Commingled (glass, cans, and recyclable plastics) and Organics with the rest going to landfill. The recycling of these items is a practice which all Tenants are encouraged to participate in. Tenant staff members have a paper under desk bin and other waste stream receptacles are distributed across the floor and in kitchens and utility (printing) bays/rooms.

Cardboard should be separated from plastic wrappings and polystyrene etc., flattened and stacked adjacent to the goods lift. Cleaners will collect this each evening. The Bins for recyclable products will be emptied as required and the non-recyclable rubbish will be emptied daily by the cleaners.

### **Reduction**

Tenants can participate in the Reduction Program by focusing on minimising the consumption of paper products, energy and water. Paper usage should be minimised by double-sided photocopying. Electricity should be conserved by switching off lights when not required.

### **Disposal of Substances**

The centre is serviced by grease traps, located on the Ground Floor of the building. All tenants must ensure that their waste lines from additional tea rooms and kitchens are connected to the grease trap via the dedicated greasy waste line which is located in the main hydraulics riser.

This is a requirement of the relevant State Authority, currently Melbourne Water. The disposal of chemicals, grease and other toxic substances must be done in an approved manner and under no circumstances are to enter the building's drainage systems.

The Environmental Protection Agency imposes strict penalties on persons or companies who pollute the environment.