



Recycling Guidelines



THE WIDENER BUILDING & ONE SOUTH BROAD OFFICE RECYCLING PROGRAM

The following is OK to place in your desk receptacle:

All paper material / all colors / mixed paper
Phonebooks
Envelopes
Manila Folders / File Folders
Staples
Writing Tablets
Corrugated Cardboard Boxes
Newsprint / Magazines
Books, softback (Hardback ok w/cover and bindings removed)
General Office & Desk Waste
(NO FOOD-SOILED PAPER)



The following is OK to place in the cardboard/metal container provided by Management:



Beverage Containers – Aluminum cans, glass and plastic bottles can be recycled.

Do NOT recycle the following items. Place them in your kitchen receptacle:

Food waste (including Styrofoam coffee cups)
Kitchen waste
Paper clips
Napkins, tissues, paper towels
Plastic wrap, plastic bags, aluminum foil
Books with heavy duty ring binders
Computer parts and accessories
Aluminum foil
Plastic Bags
Waxed-coated cups
Food-soiled papers
Pizza Boxes

