

TRASH and RECYCLING

TRASH ROOM

The Trash Room has a chute for garbage and containers for recycled material **and** is conveniently located on each residential floor at the end of a designated wing.

1. GARBAGE (WASTE)

Please observe the rules posted next to the trash chute door

- a. All garbage and small waste items must be placed in plastic bags and tied securely before placing in chute.
- b. The waste items include **food items, Styrofoam, plastic bags, paper towels and utensils such as metals spoons**, etc.
- c. No waste should be placed in the chutes before 8:00 a.m. or after 10:00 p.m.
- d. On Tuesdays when trash is picked up, no waste should be placed in the chute between 7:00 a.m. and 5:00 p.m.
- e. Do not put coat hangers or large items such as large boxes, carpet pieces, rugs down the chute. It will jam the chute.
- f. Light bulbs, drinking glasses, mirrors, broken glass of any kind, dishes, Pyrex, and ceramics should be **DOUBLE BAGGED** and placed in the trash chute **INSIDE** a bag containing other trash.
- g. Compact fluorescent bulbs, which contain a trace of mercury, should not be put in the normal trash. They should be taken to the Brittany Pointe Gift Shop for proper disposal.
- h. Bleach bottles, motor oil bottles, or aerosol cans should be placed in bags with regular waste in the trash chute.
- i. Large items can be picked up from your apartment by making a request to the Environmental Services Supervisor at (215) 855-8484, Ext. 28364 with 24-hour notice.

2. RECYCLED NON-PAPER ITEMS

Large containers in the Trash Room are used for recycling non-paper items.

- a. All recycled items should be **rinsed well and placed in the containers loose, not bagged**.
- b. This is the place for plastic bottles (plastic milk bottles and juice jugs) and other recyclable plastics marked on the bottoms with the numbers 1, 2, 3, 5, 6 and 7 (no 4's) inside a triangular marking.
- c. This is the container for aluminum beverage cans, tin and bi-metal cans, and glass bottles and jars.
- d. Do not place Styrofoam items, cardboard milk, or cardboard juice containers in the recycling containers in the Trash Room.
- e. **Do not** recycle bleach bottles, motor oil bottles, or aerosol cans. Place in bags with regular trash into the trash chute. (See above).

LAUNDRY ROOM

The Laundry Room is more centrally located and is the place for recycling paper items.

1. RECYCLED PAPERS

a. **Newspapers, office paper**, magazines, telephone books, small flattened cereal and other cardboard boxes, and junk mail should be placed (loose, not in bags) in the bins under the counter in the Laundry Room. Please do not place plastic bags in with the newspaper bins in the laundry rooms. These bins are only for paper, magazines, and cardboard.

b. **Large corrugated boxes** should be cut open and flattened and deposited in a designated area of the Laundry Room floor.

c. If a box cannot be flattened (like a kitty litter box), it may be placed in the corner with the flattened boxes. However, please cut and flatten all other boxes.

2. RECYCLED BATTERIES, EYEGLASSES AND HEARING AIDS

a. Batteries are removed by maintenance and disposed of properly.

b. The Lions Club has a box for used eyeglasses.

c. Hearing aids are **collected by a local church**.

3. CULINARY ITEMS

a. Residents should return trays taken from the café at lunch or dinner to the Laundry Room.

b. All dishes, silverware, and glasses from the café should be placed on top of the trays.

4. WOODEN MAILBOXES

The wooden mailboxes, now located in the laundry rooms after the hallways have been renovated, are for maintenance requests, interoffice mail and inter-Acts mail. In other words you can place your monthly checks to Acts in this box as well as birthday cards to those residents in WillowBrooke Court and correspondence to people in other Acts communities. Every night security personnel pick up this mail and give it to Aggie Szymanik, receptionist, for distribution.

5. OTHER ITEMS

a. Please do not place any other items in the Laundry Room.

b. **Large items** should be picked up from your apartment by making a request to the Environmental Services Supervisor at (215) 855-8484, Ext. 28364 with 24-hour notice.

c. **Clippings from flowers or bushes** outside your apartment or patio may be placed at curbside on Mondays through Thursdays. They should not be placed there on weekends when there is no pick-up because it is unsightly for our visitors.