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FOR CUSTODIAL MANAGERS:

## 5 KEYS TO RECYCLING SUCCESS

Please share the following information with your employees:

**1. Understand program rules.** Know

which materials are accepted for recycling and composting and which require special handling.  
<https://amadorvalleyindustries.com/category/commercial/>

**2. Identify designated recycling containers.**

Understand which color/type containers are used for which materials. Most Dublin businesses use color-coded containers (blue for recycling, green for composting, black/grey for garbage/landfill).

**3. Keep recycling separate from garbage/landfill.**

Materials collected inside the workplace for recycling/composting must be kept separate during collection and transport, which can be especially challenging when using a single can transport cart. Multi-chamber transport carts make it easy to keep materials separate and improve collection efficiency. Other options: color-coded liner bags (e.g. black for garbage, clear for recycling) and/or hanging a large plastic bag over the side of the cart. See cart setup examples below:



## FREE RECYCLING RESOURCES

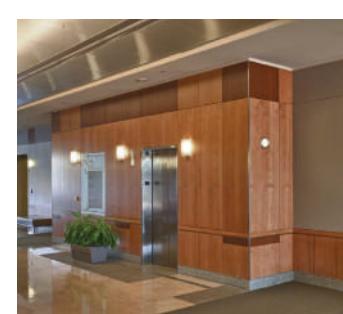
The following resources can increase efficiency and make your employees' jobs easier.

- Free composting and recycling technical assistance
- Free bi-lingual instructional recycling posters NOTE: this guide can also be used as a poster
- Free indoor recycling containers for your customers (supplies limited)



For more information and assistance,  
please call AVI at 925-479-9545.

# RECYCLING IN DUBLIN CUSTODIAL & MAINTENANCE GUIDE



## Inside the Workplace

## RECYCLING GUIDE

## Outside Recycling and Garbage Areas

### Mixed Recycling



Bottles, cans, all clean, dry paper and FLATTENED cardboard

Keep recycling separate from garbage and compost.



### Cardboard Only



EMPTY, FLATTENED cardboard boxes only

Remove ALL contents (Polystyrene, plastic wrap, etc.)

Keep food waste separate from recycling and garbage

No compostable plastics



### Compost/Organics



Food scraps, unlined food-soiled paper, and plant debris only

Clear plastic bags ONLY for food waste

Plant debris okay



### No Hazardous or Toxic Waste in any AVI Containers



Report all hazardous waste found to your supervisor immediately.



### Garbage



Plastic bags, foam plastics, plastic wrap, window glass, mirrors, building materials and broken furniture

### Rules for Outdoor Containers & Enclosure Areas

**Correct**



Keep lids closed

- Place separated materials in the correct outdoor container.
- City Municipal Code requires lids be closed when not in use.
- Keep areas around containers clear at all times.
- Always return bins/carts to designated location.

**Incorrect**



- Do not put garbage in recycling or compost bins.

**IMPORTANT:** Notify your supervisor if there is not enough collection service or if you find illegally dumped materials.