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Job
Description



PROOF AND JOB AUTHORIZATION

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————— **(925) 803-9885** —————

Yes, I have reviewed and agree with all the materials on this page and have carefully checked the proofs.

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I realize a new proof will be submitted and job will not proceed without my complete approval.

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REPLY EMAIL TO:

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SAVE PDF: You may need to save this PDF to your computer's desktop prior to adding/retaining your inputs above, or simply print-out and fax your completed form to (925) 803-9885.

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:
- 4. Put materials in the correct outdoor containers.** Materials separated for recycling and composting must be put in the correct outdoor container. Custodians must understand which outdoor bins/carts to use for recycling, cardboard, composting, and garbage. If containers are not clearly labeled, contact AVI; we will apply new labels.
- 5. Notify your customer or AVI of problems.** Overflowing containers and discards on the ground (or in the wrong container) may be due to insufficient services, illegal dumping, or incorrect use of existing services. If on-going issues are observed, notify your supervisor or property manager so they can find a solution.

Still need help? Call AVI for assistance.



FREE RECYCLING RESOURCES

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

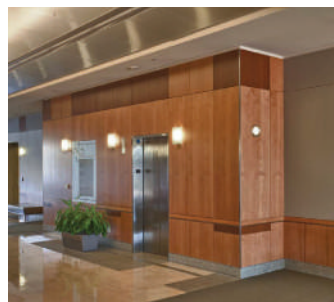
- Free composting and recycling technical assistance
- Free bi-lingual instructional recycling posters NOTE: this guide can also be used as a poster
- Free indoor recycling containers for your customers (supplies limited)



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

AVI and the City of Dublin would like to thank Dublin Corporate Center for their generous help with creating this guide.

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.



Empty contents of bags into bin.

Loose items only. No plastic bags.



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.

Cardboard Only



EMPTY, **FLATTENED** cardboard boxes only

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



Flatten **ALL** boxes



Compost/Organics



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

Keep food waste separate from recycling and garbage.



No compostable plastics

Clear plastic bags **ONLY** for food waste



Plant debris okay

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.

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