

# RECYCLE RIGHT AT WORK!



## PLASTIC

Bottles & containers

\* Keep lids and labels on plastic bottles

## ALUMINIUM

Foil, drink cans & aerosol cans

\* Remember to scrunch foil into a loose ball

## PAPER

All office paper, magazines, pamphlets, newspapers, envelopes & phone books.

\* Remove soft plastic wrapping from newspapers and magazines

## CARDBOARD

All cardboard folders, archive boxes & food boxes

\* Cardboard ring folders can be recycled

\* No waxed cardboard boxes

## STEEL

Food containers and aerosol cans

\* No need to rinse out steel containers

## GLASS

Bottles and jars

\* Broken glass bottles and jars can be recycled



## NON RECYCLABLE



Paper napkins



Polystyrene



Soft plastics



Food scraps



Crockery and glassware

