

# Commerce Court Waste and Recycling Program

## What Goes Where Guide

### RECYCLABLE MATERIALS

The following materials are divertible. Please recycle or compost in the appropriate bin.



#### CANS, GLASS & PLASTIC

##### ALUMINIUM/STEEL

- ✓ Cans (canned food, pop cans)
- ✓ Bottle caps and metal jar lids

##### GLASS

- ✓ Beverage glass bottles
- ✓ Glass food / sauce bottles
- ✓ Glass food containers (Jars)

##### PLASTICS / OTHER

- ✓ Clamshell food containers
- ✓ Coffee Cups
- ✓ Coffee cup lids
- ✓ Dishwashing detergent / liquid soap bottles
- ✓ Juice boxes
- ✓ Milk cartons
- ✓ Plastic bags
- ✓ Plastic bottles (pop, water, juice)
- ✓ Plastic bottle lids (caps)
- ✓ Tetra Pak containers (soup, juice, milk, wine)
- ✓ Yogurt (no lid)
- ✓ Rigid Styrofoam (used to package electronics)



#### MIXED PAPER

##### FINE PAPER

- ✓ Bond paper
- ✓ Coloured paper
- ✓ Fax paper
- ✓ Print paper
- ✓ Recycled paper
- ✓ White ledger paper

##### GLOSSY PAPER

- ✓ Brochures
- ✓ Magazines

##### NEWSPRINT

- ✓ Newspaper
- ✓ Notepads

##### OTHER

- ✓ Envelopes
- ✓ Paper Towel
- ✓ Sticky notes
- ✓ Window envelopes

##### BOXBOARD

- ✓ Cardstock
- ✓ File folders
- ✓ Paper and office supply boxes
- ✓ Cereal boxes
- ✓ Shoe boxes

##### CARDBOARD

- ✓ Plain cardboard
- ✓ Corrugated cardboard



#### ORGANICS

##### FOOD

- ✓ Coffee grounds and filters, tea bags
- ✓ Leftover and spoiled food
- ✓ Meat, fish and bones
- ✓ Vegetables, fruits and their trimmings

##### SOILED PAPER / OTHER

- ✓ Paper towels
- ✓ Napkins



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### NON-RECYCLABLE MATERIALS (GARBAGE)

The following materials cannot be recycled. Please dispose in the garbage bin.

- ✓ Plastics, numbers 3 and 7 (E.g., safety glasses, CD cases, cell phone cases, file trays, shrink wrap, etc.)
- ✓ Aluminum foil
- ✓ Soiled cardboard (wet or soiled with grease)
- ✓ Styrofoam (soft Styrofoam used for food packaging)
- ✓ Soft drink cups (E.g., soda fountain cups)
- ✓ Non-recyclable food packaging (E.g., chip bags, soiled cardboard, single-use condiment packages, etc.)
- ✓ Disposable plastic utensils



### ELECTRONIC WASTE

The following materials are divertible. Please see below for specific instructions.

- ✓ Batteries
- ✓ Cell phones
- ✓ Computer equipment and accessories
- ✓ Computer monitors and towers
- ✓ Fax machines
- ✓ Laptops
- ✓ MP3 players
- ✓ Printers
- ✓ Toner cartridges
- ✓ Other electronics

**Small items** such as cell phones, batteries and toner cartridges can be deposited in the collection bins located in the Commerce Court Service Village across from the security office.

**Large bulky items** can be collected by contacting Tenant Services at: 416.364.4110.

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### OTHER RECYCLABLE MATERIALS

The following materials are recycled or reused. Please see below for specific instructions.

#### GREASE AND COOKING OIL

- ✓ Grease and cooking oil must be safely disposed of by pouring the liquid into the appropriate large black container, available in the loading dock.

#### LAMPS / LIGHT BULBS

- ✓ Light tubes and bulbs are safely collected and recycled as part of Building Services' replacement work. Call Tenant Services to have lamps picked up and recycled at: 416.364.4110

#### PAPER TOWEL

- ✓ Paper towels from washrooms are recycled with other paper products. Refrain from disposing of materials other than paper towels in the main washroom receptacle.

#### WOOD SKIDS

- ✓ Wood skids are collected for reuse by an external party. Tenants should inform Building Services if there are wood skids their contractors wish to dispose of. This action will ensure that the material is prevented from being sent to landfill.

### ONLINE RESOURCES

Download recycling posters and tip sheets at:  
[commerce-court.com/sustainability/resources/waste-resources](http://commerce-court.com/sustainability/resources/waste-resources)

### MORE INFORMATION

If you are not sure *what goes where*, or for more information about Commerce Court's recycling program, contact us:

Email [ccto-sustainability@quadreal.com](mailto:ccto-sustainability@quadreal.com)  
Phone 416.364.0758