

# Waste Reduction & Recycling Tips



## REDUCE

1. Reuse binders and other office supplies
2. Donate office furniture via Green Standards, Habitat for Humanity's ReStore, Partners in Project Green's Material Exchange, or another organization
3. Reuse boxes by saving them for shipments out
4. Use reusable envelopes for interoffice mail
5. Use outdated letterhead for in-house memos

## REUSE

1. Reduce paper by printing double-sided and only when required
2. Reduce ink use by selecting draft mode when printing
3. Reduce packaging by avoiding single packaged sugar, cream, and milk
4. Avoid purchasing bottled water for meetings; use a pitcher and glasses instead
5. Stock the kitchen with a few travel mugs for employees to use for their beverages on the go

## RECYCLE

1. Take advantage of Commerce Court's extensive recycling program! Use the blue box to recycle paper, beverage containers, and other materials
2. Recycle cardboard by marking appropriately and placing in the kitchen area
3. Recycle your e-waste by calling Tenant Services at: 416.364.4110 for pick up. Dispose 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.
4. Use the green bin! Food composting collection is available on every floor and in the food court
5. Buy items made from recycled materials



## REPURPOSE

Rethink waste by encouraging a creative campaign among employees to repurpose household or office items. Here are some online ideas:

- HGTV: <http://www.hgtv.com/design/packages/diy-design-and-upcycling>
- Recycle Art: <http://www.recyclart.org/>

## RETHINK

Celebrate Waste Reduction Week in Canada with a waste-free lunch and learn or breakfast event.

Here are some ideas to raise awareness in your office:

- **Game:** Run a trivia contest promoting waste prevention and recycling. The person who emails your recycling coordinator or team leader with the correct answer wins.
- **Presentation:** contact Meirav Even-Har, Sustainability Manager, to inquire about having her present to employees about material diversion at Commerce Court and the importance of waste reduction as a key environmental action.
- **Films:** watch a film and discuss. There are many short films available to view for free. Visit: <http://storyofstuff.org/movies/>

## MORE INFORMATION

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