

# Cummings Properties Notice to Clients



## TRADECENTER 128 Building Recycling Program

TradeCenter 128 strives to maintain a comprehensive recycling program and make it convenient for client firms to recycle. Please take a moment to review the recycling procedures, particularly taking note of the location for a new, dedicated container for glass, metal, and plastic recyclables.

### ***Paper Recycling***

Most paper products, including catalogs, file folders, newspapers, and shredded documents can be recycled. The only requirement is that paper recycling be separated from standard office trash. Where applicable, cleaners and janitorial companies that collect pre-sorted paper and normal trash are responsible for transporting it to the appropriate receptacles on campus. Client firms that dispose of recycling and trash themselves are similarly responsible for the proper disposal of all waste.

For your convenience, Cummings Properties offers small, blue deskside recycling containers for clients at the below-cost rate of \$2 each. Please contact your account manager if you would like to make a purchase.

### ***Cardboard and Bulky Paper Recycling***

Paper recycling products and cardboard waste that will not fit in deskside recycling containers, such as moving boxes, must be broken down and delivered by each client firm to the cardboard dumpsters located across campus. The locations of these cardboard dumpsters are shown [here](#).

### ***Glass, Metal, and Plastic Recyclables***

Clients should also bring recyclable metal and glass, as well as all plastics labeled with recycling symbols 1 through 7, to the designated recycling container conveniently located on the concrete pad adjacent to Al's Café. Please rinse all materials thoroughly before depositing in the designated container, and take special care when transporting recyclables through the building to avoid staining or damaging flooring.

*Please note that plastic bags of any kind are not recyclable through our program. They can be recycled at your local supermarket.*

Thank you for your participation in this important program.

[Click here for printable plan](#)

**ACCOUNT MANAGER:** Morgan Blum, 781-932-7040  
**DISTRIBUTION DATE:** February 6, 2017