

WASTE REDUCTION AND RECYCLING PROGRAM

400 & 450 N. Brand Tenant Handbook

Updated Monday, July 16, 2012

INTRODUCTION

400 & 450 N. Brand proudly employs Cushman & Wakefield's **Waste Prevention Policy**, as our commitment to excellence and leadership in protecting the environment. Our objective is to reduce all types of waste and emissions. We strive to minimize adverse impact on the air, water, and land through excellence in pollution prevention and waste abatement.

By preventing pollution at the source, we can save resources, increase operational efficiencies, and maintain a safe and healthy work place for our employees. By reducing those wastes that cannot be eliminated at the source, we recover useful resources and reduce the environmental impact.

As part of its overall integrated approach to waste management, it is the policy of C&W to implement cost-effective waste prevention practices in all in-house and external operations.

To start we are pleased to announce that during the month of **June 2008**, 400 & 450 N. Brand opened its "Central Recycling Center".

The center serves both 400 & 450 N. Brand since the buildings are right next to each other. This saves on operating expenses as well as emissions since only one pick-up is done for solid waste and one pick-up of three 3-yard bins is done that hold recycling for both buildings- three vs. six 3-yard bins.

LAUNCH

The Recycling Center houses all recycling products such as **mixed paper, magazines and newspaper, lamps and ballasts; E-waste** (computers, monitors, copy/fax machines); **mixed bottles and glass; cardboard;** and a re-use area that houses **office/desk supplies** such as binders, "in" baskets, card holders, file folders. We also collect used printer cartridges and batteries (excluding vehicle).

PROCEDURES

- 1) Each tenant is given *two central recycling drums*:
 - a. One for mixed paper. Employees to use their personal "blue recycling baskets" for white paper and empty them out by simply taking them to the nearest *central recycling drum*, which are picked up on Saturday's or if a tenant calls Management that they are full
 - b. One for mixed recyclables (glass and cans). paper and empty them out by simply taking them to the nearest *central recycling drum*, which are picked up on Saturday's or if a tenant calls Management that they are full
- 2) Most of our tenants have shredding companies that come out and pick up containers. Companies such as Iron Mountain provide Management with necessary reports. Some do not use companies that provide this service, so before leaving the building, they should check out with our day-porters who will weigh the outgoing materials for documentation.
- 3) Some tenants depend on the building to pick up shredding, in this case shredding is treated like mixed paper. Employees take their shredding to the nearest central recycling drum that is picked up on Saturdays or upon request should the container be full. Tenants requiring nightly service to pick-up mixed paper/shredding or recycling will be charged an above-standard service fee.
- 4) Cardboard and boxes are automatically taken to this site by the night cleaning crew.

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- a. Box types include but are not limited to: Pizza, cereal, overnight delivery, computer...in short any box!
- 5) Office supplies that can be re-used are to be set aside in a box marked "Recycle" so it will be taken to the re-use area of the Center.
 - a. Examples are: staplers, pens, tape dispensers, binders, rulers, etc.
- 6) Batteries are hazardous materials and not allowed on both residential and commercial trash. Tenants should use a box or bucket to put all unwanted units. They can call management anytime to pick up when their container is full.
- 7) Used printer cartridges are stored by each tenant and call Management when five or more units are ready for pick-up.
- 8) E-waste is picked-up upon request. This includes: fax machine, microwaves, laptops, computers, copy machines, scanners, small refrigerators; to name a few items.
- 9)
- 10) Light fixtures are picked up by WasteTracker. All fixtures are placed in encoded boxes for tracking. This is both for building and tenant above-standard units.
- 11) Ballasts, as with the light fixtures, they are placed in encoded buckets for tracking and picked up by our waste company, upon request.
- 12) Both tenants and vendors can lease Pallets in the Central Recycling Center, just drop them off and we will take care of the rest!

MOVE-IN & MOVE-OUT

We ask our tenants notify us **before** they move in or out of the buildings. This helps us identify methods to divert items from the landfill. We can also ascertain how management can help tenants with the "dirty work" such as planning, identifying products, sorting (within reason), determine how best to remove of items and work with companies that may offer good sustainable solutions.

ORGANICS PROGRAM

In 2011 we introduced the launch of 400 & 450 N. Brand's Organics Program. This program is easy to implement; all it requires, is taking one simple step before throwing your food waste away.

Each office was equipped with an Organics Container located in every kitchen. When you are done with your meal, throw the food waste in the organics container and the non-compostable materials in the regular trash. See the attached Organics Guide to further help you through the segregations process. It's that easy!

All of the organic materials taken from our site will be used to develop advanced biofuel by capturing the methane that composting our organics produces.

At most landfills in the United States, the methane is simply burned off in flares. Our contribution to capturing this methane gas and using it instead to produce power at LFGTE facilities, we reduce methane emissions and the environmental impact of their release into the air.

SOLAR POWERED COMPACTOR

It's not only through our recycling program we demonstrate sustainability but also through the

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use of a solar powered compactor used to transport landfill waste.

400 & 450 N. Brand is proud to be the first commercial office building in the State of California to have a solar powered compactor. A few of the many benefits include:

- The SmartEnergy Compactor's electronic controls are powered by solar energy, while the compactor cycle is traditionally powered. This reduces electricity consumption by as much as 70% versus traditional compactors.
- Each compactor is factory equipped with CMS, Waste Management's Compactor Monitoring Service.
- This enables us to optimize pick-ups, eliminating unnecessary pickups and greenhouse gas emissions.

PICTURES



Type of solar compactor on site



Central Recycling Center

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Scale used to measure weight for toner cartridges, binders, batteries, light bulbs, and palettes.



Mixed paper



Mixed bottles and glass



900 lbs bale (average monthly diversion is 3 bales per month)

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Light bulbs, cartridges,



Management and Head Porter breaking down boxes...
e-waste, binders, and batteries

