



RECYCLING PROGRAM DESIGN

The waste services program at Brookfield Office Properties is designed to provide tenants with an ease of use program that maximizes recyclables and reduces or eliminates trash in compliance with local, regional and national regulations. Source separation is a legal requirement in New York City and changes to the recycling law will restrict commingling of trash and recyclables, starting in 2016. Composting of organics will be legally required in the future, as determined by the Department of Sanitation. In order to ensure legal compliance and provide a best in class waste services program, Brookfield Office Properties has partnered with Keter Environmental Services to manage the waste stream at the New York City office towers. Achievement of a best in class program is accomplished primarily through the five key categories identified below:

Tenant Employee Work Stations

- The employee work station is where the majority of recyclable materials are generated. Each employee work station should include a blue container marked as recycling for the employee to easily dispose of common office recyclable material such as paper, plastics and cardboard.
- The blue work station recycling containers must have no liners.

Tenant Common Areas

- Containers for trash should be spread throughout the tenant space in easily accessible locations for disposal of items that are not recyclable such as used paper towel, facial tissue and wax paper often utilized for take-out food.
- Containers should be clearly marked as trash and must have black plastic liners.
- Utilize large containers in central locations to serve the greatest number of employees.
- A recycling container should be placed next to each common area trash container to ensure the employees can properly dispose of material without placing recyclables in the trash container.

Equipment

- Having the correct equipment on site allows for maximum diversion and increased sustainability. This is primarily achieved through compactors located within the loading dock where the waste stream is brought by the janitorial provider each night. Having the correct size and type of equipment allows for optimal efficiency and reduces the quantity of trucks on the road dedicated to the waste stream of your building, providing a more sustainable environment for everyone.

Keter Janitorial Education

- A Keter Regional Manager is assigned to your building. The Regional Manager works closely with the on-site janitorial company to ensure materials are properly separated at the source and transferred through the building to the proper equipment, eliminating the risk for contamination. The clear plastic liners for recyclables and the black plastic liners for trash are critical to achieving the required results.

Keter Tenant Education

- The Keter Regional Manager will provide educational material to the tenant facility manager prior to and throughout occupancy. The Regional Manager will communicate contamination issues, provide in person best practices and assist in driving sustainability metrics for your organization. Please contact Scott via email (swolff@keteres.com) or phone (317.403.1174) with any questions on your waste and recycling program.





ELECTRONIC WASTE

As of April 1, 2015, electronic items must be disposed of separately from trash and recyclables. The following items are banned from disposal in New York State:

- Televisions (including cathode ray tubes)
- Computer peripherals, including any permanently attached cable or wiring
- Monitors
- Electronic keyboards
- Electronic mice and other pointing devices
- Fax machines, document scanners, and printers
- TV peripherals, including any permanently attached cable or wiring
- VCRs
- Digital video recorders
- DVD players
- Digital converter boxes
- Cable or satellite receivers
- Electronic or video game consoles
- Small scale servers
- Portable devices, including any permanently attached cable or wiring
- Portable digital music players

Manufacturers are required to provide free take back programs, which is the recommended course of action. Keter will manage the e-waste removal through an electronic waste recycler if tenants prefer not to utilize these programs. Tenants should contact the building management office to coordinate the pickup, which will be scheduled and billed as an extra service.

FLOURESCENT LAMPS, BATTERIES & OTHER SMALL ELECTRONICS

Keter offers a simple solution for recycling of fluorescent lamps, batteries and other small electronics. Tenants can directly order the appropriate packaging at <http://keteres.com/lamp-recycling/shop/>, which is then shipped back to a center for proper recycling and disposal when filled.





RETAIL CONSTRUCTION WASTE

Keter will simplify the removal of waste generated during the tenant build-out phase of retail construction. Open top containers will be placed at designated loading docks and pulls will be managed by Keter and property management. All participating tenants will have access to the containers, and will receive a one-time bill for the project, based on the square footage of the space. This method has proven to be cost-effective and reduces the loading dock traffic during this phase.

DEMOLITION

Demolition debris removal includes open tops, 1/2 yard mini containers and labor. Property Managers should contact Keter with all details of the project and Keter will obtain pricing from all qualified vendors in the market. In the event that there are multiple projects operating concurrently in the building, there may be some cost and loading dock space savings by centrally managing the process.

Keter will establish a database of demolition vendors and projects, which will help drive decisions and ensure best pricing structure and overall value for Brookfield. To build this database, Property Managers should provide Keter with all details of demolition projects that have occurred over the past two years.

TRAINING

Cleaning Staff

- Cleaning staff will be trained on proper separation of trash and recyclables, including how to identify contamination and how to ensure that it is correctly sorted.
- Training will be conducted annually, and more often if needed, due to staff turnover or contamination. Staff will take short exam at the end of the training class and will be Keter certified for the following year.

Retail Tenants

- Tenants will be trained on setup of the recycling program in their space and on proper separation of trash and recyclables. This will include recommendation for container placement, signage and procedures for each tenant.
- Training will be conducted in the weeks leading up to the store's opening, and as needed throughout their occupancy.

Office Tenants

- Proper separation of trash and recyclables starts inside of each office. Office and facility managers will be given assistance on setting up their recycling program in a manner that is compliant with building policies. For each tenant in the building, Keter staff will create a plan for container placement, signage, and will provide educational materials for the staff.

