

Tenant Bulletin – Bulk Waste Removal

TO: All Trinity Tenants & their employees
FROM: Trinity Real Estate / IESI NY Corporation
SUBJECT: IESI Bulk Waste removal and Trinity Recycling programs

Bulk Waste Removal – Please be reminded that pursuant to your lease, Trinity Real Estate reserves the right to refuse to collect and/or accept any refuse or rubbish, which is not separated and sorted as required or exceeds normal office requirements. The following items are considered to exceed normal office amounts and you must make arrangements in advance for their removal and disposal.

- furniture, fixtures & equipment
- large quantities of Styrofoam
- pallets, wood debris
- large plastic containers & plastic wrapping
- bales of cardboard
- large indoor plants
- air conditioning filters

To arrange for the removal and disposal of the foregoing items, please contact **IESI NY Corp.** at **212-268-1322** or at trinityrecycling@iesi.com. IESI has designated **Tuesdays** and **Thursdays** as bulk pick up days; bulk items can be brought to the loading dock **ONLY** on those days.

Please note that bulk items cannot be stored in the freight lobby area or loading dock while awaiting removal, as these areas must be kept clear by Fire Code. Also, if these items are commingled with your normal waste, your trash will not be removed.

Hazardous Waste Removal – It is illegal to dispose of electronic equipment (computers, monitors etc.) and fluorescent/metal halide lamps with the normal office trash, according to Federal and New York State laws. These materials are considered hazardous waste because they contain mercury, lead and other heavy metals, and must be disposed of separately; they are also considered to be beyond normal office requirements. For disposal of such items, please submit a Service Request through Workspeed under the cleaning type “Hazardous Waste Removal” (<https://trinity.workspeed.com>) and the building staff will arrange for disposal. There is a small fee in conjunction with this service. IESI will not pick up such material.

Battery Recycle Program – Batteries are also considered hazardous waste, and can pose significant health hazards if disposed of with the normal trash, contrary to law. Trinity has developed a collection, storage and disposal procedure for batteries. For small quantities of STANDARD batteries (A, AA, AAA, C, D), there is no charge for removal. Please submit a Service Request through Workspeed under the cleaning type “Hazardous Waste Removal” (<https://trinity.workspeed.com>) and the building staff will arrange for disposal. For other types of specialized batteries or items such as ballasts, please note this in your Service Request: some charges may apply.

Thank you for your cooperation with these important recycling programs. Should have any questions or concerns regarding bulk or hazardous waste removal, please contact your Property Manager.