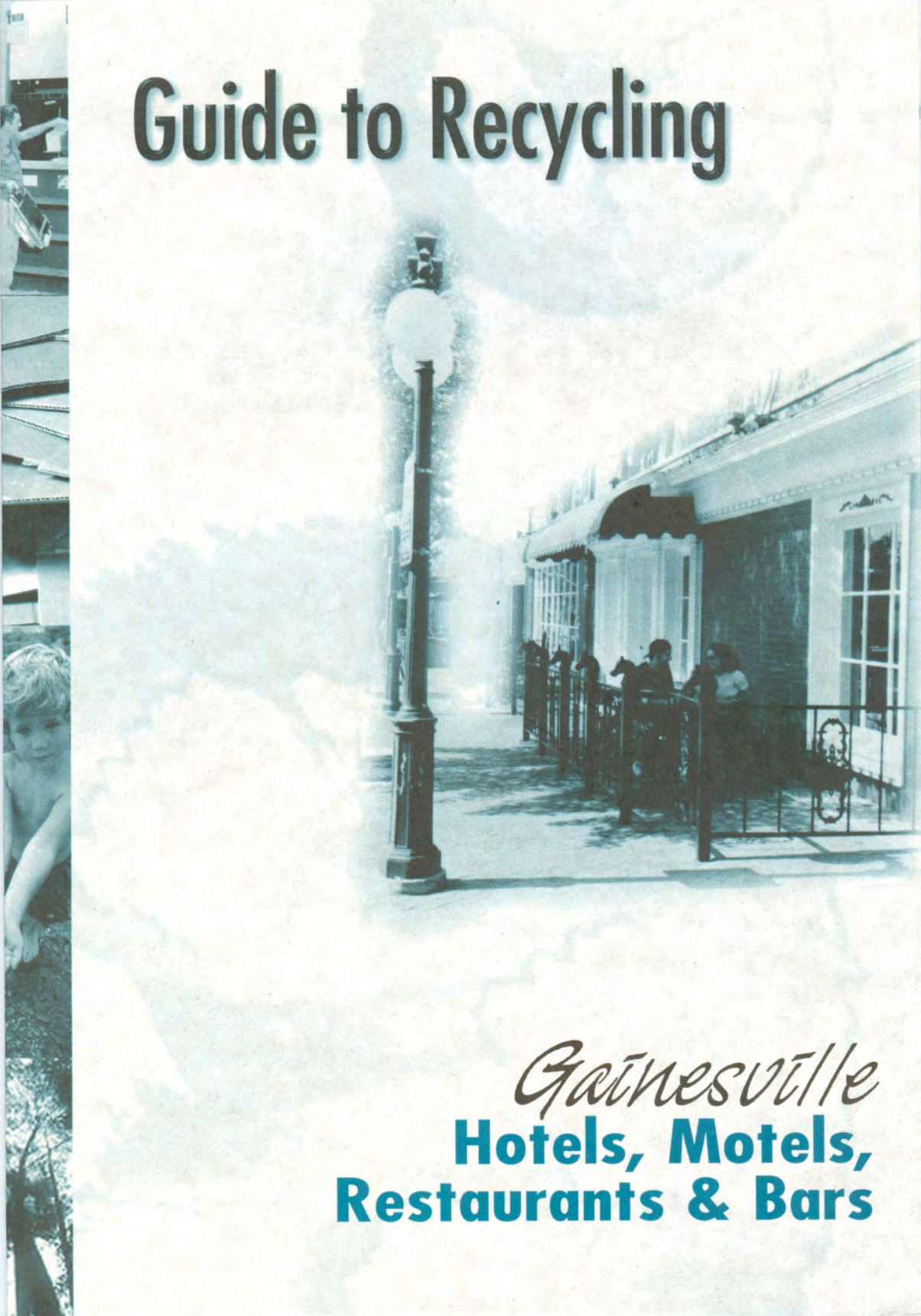


# Guide to Recycling



*Gainesville*  
**Hotels, Motels,  
Restaurants & Bars**

# Why Recycle?

Everyday each one of us generates garbage — in our homes and in our workplaces. Recycling is a wise alternative to sending heaps of garbage to the landfill, especially for easily recyclable products such as paper, cardboard, glass, aluminum and steel. Recycling saves natural resources, landfill space and helps avoid disposal costs. As public awareness concerning the importance of recycling continues to grow, many customers are

choosing businesses which are environmentally responsible. In addition, if properly implemented, a recycling program can provide bottom-line savings.



## *It's Mandatory!*

The City of Gainesville passed an ordinance which made commercial recycling mandatory effective on January 1, 1997. Since that time, the City Recycling Office has continued to inform businesses and commercial properties of the steps that must be taken to bring each business into compliance with the city ordinance.

This brochure is designed to assist hotels, motels, restaurants and bars in the development of simple and successful recycling programs.

## *What Materials Should be Recycled*

Generally, recyclable materials are those that:

- Can be cleanly separated from the waste stream,
- Make up a significant portion of the waste stream, and
- Can be transported to a processor or buyer at low cost.

**The City of Gainesville Mandatory Recycling Ordinance requires that businesses recycle:**

- **Corrugated Cardboard**
- **Office Paper**
- **Newspaper**
- **Metal Cans**

If the items above comprise 15% or more of your business' waste stream, these materials must be recycled.



Nationwide estimates show that more than 50% of hotel and restaurant waste contains readily recyclable materials. For the hospitality industry, the primary recyclable materials are newspapers, corrugated cardboard, paper, glass bottles, plastic containers, metal cans and unused food. Periodically there are also other materials that are highly recyclable or reusable; such as linens, furniture, batteries, paint, construction debris and carpet padding. By actively recycling and reducing their waste, businesses can experience significant economic savings in disposal costs.

## *Starting Your Program*

Ensure commitment from the corporate office, local management and custodial staff. Appoint an enthusiastic, dependable recycling coordinator to help develop and monitor the recycling program. This person will need to work with all levels of staff, as well as vendors, contractors and the general public. Enlist key employees, for example, the housekeeping and custodial staff should be included in developing the collection system; they make the system work.

## *Contact Your Hauler*

The City of Gainesville Recycling Office can give you a list of recycling service providers. Some of these companies may pay cash for recycled materials, however, many may not. Often a fee is charged to collect and transport recyclables. Review your current disposal costs — recycling will reduce the volume of waste to be collected and could reduce the costs for collection and disposal of your refuse.



## *Strategically Place the Recycling Containers*

Review the layout/floor plan at the restaurant, hotel or event. Locate storage space, equipment and employee/customer traffic patterns for all areas. Recycling container placement and recyclables collection and storage should maximize usage and ease. Involve employees in these decisions as they will be key to the success of the recycling program.

For greater employee participation, place containers near those work areas where recyclables are generated. For example, place a steel can collection container near the can opener in the kitchen. Then select a location for the Central Recycling Center (CRC), where recyclables will be stored until your recycling hauler collects them. For convenience, most CRC's are located outside, near an employee service exit and for easy vehicle access. Then create a flow plan which shows how recyclables are to be collected, what containers will be used and how they will flow through the facility and out to the CRC.

## *Promoting Your Program*

Continual promotion and education of employees is critical to the success of your program. Begin with a kick-off memo from upper management showing full support. Brief training sessions should follow to explain the benefits of the program, materials to be recycled and employee responsibility. New employee orientation should include the company's recycling program. Encourage employee suggestions and promote any changes through bulletin boards and paycheck inserts.

## *Recycling by Guests*

If properly informed, most hotel guests are happy to participate in hotel-based recycling programs. Recycling information cards should be placed in rooms, or given to guests at check-in. Also, place clearly marked collection containers in convenient locations, near trash containers throughout the facility. Guest recycling containers should not resemble garbage cans to avoid confusion.



# Recycling Program Checklist

- If your restaurant is in a mall or shopping center, ask the property manager if each individual business is responsible for their own recycling program or if an overall recycling program is offered.
- Obtain management's commitment and support, both from the corporate office and from the local manager.
- Appoint a recycling coordinator for your operation.
- Determine what to recycle.
- Involve employees in planning. Make it their program.
- Select a certified hauler or arrange for transport of recyclables to a certified recycling center.
- Negotiate adjustments in your waste disposal contract if possible.
- Place clearly marked collection containers in work areas and customer areas, if needed.
- Kick off your program with an official ceremony or memo from management. Continue to promote your recycling program to employees.
- Monitor and evaluate the program.



## *Waste Prevention*

Waste prevention can save your company money through lower purchasing and disposal costs. Avoiding the generation of waste reduces the burden on disposal facilities, conserves natural resources, and often reduces pollution. Below are some waste reduction ideas for your business.

- Provide reusable utensils, dishes, cups and trays
- Purchase condiments in bulk (mustard, sugar, ketchup) and avoid individually wrapped servings.
- Donate edible, leftover food to charities and unusable food scraps to farmers for use as animal feed.
- Buy or lease durable and repairable equipment.
- Return empty cases and shipping containers to suppliers for reuse.
- Buy food items and cleaning supplies in bulk or in concentrated forms.
- Provide soap, shampoo, and lotion in refillable dispensers.
- Minimize the use of products that contain toxic chemicals.

## *The Importance of Buying Recycled Content Products*

Purchasing products made from recycled materials is an essential part of a successful recycling program. Recycled content products are of high quality and can be competitively priced compared to virgin products. By purchasing recycled products, a market is provided which is necessary to close the recycling loop.

## *Think "Green"*

Environmentally-responsible (or green) hotels and restaurants include recycling, energy and water conservation, and waste reduction into their daily operations and purchasing practices. Advantages for "green" operations include:

- Less pollution,
- Reduced operating costs,
- Increased profitability, and
- Stronger customer loyalty/preference.

# *Recycle*



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