



OFFICE/WORKPLACE RECYCLING PREP BACKGROUND SURVEY

The purpose of this survey is to gather contact information needed to discuss implementing a recycling program in your office building or complex. The focus is to find information on who makes management decisions and provides the day-to-day management duties, and who handles trash as it travels from each office/workplace in your building to shared storage and removal from the property.

1. Property name: _____

Property address: _____ Zip Code: _____

Contact person: _____ Phone: _____

Email address: _____

County notifications should be sent to the: Property Address Management Company Address

2. Owner/Management company: _____

Management address: _____

Contact person: _____ Phone: _____ Email: _____

3. Custodial Services: _____

Custodial Services address: _____

Contact person: _____ Phone: _____ Email: _____

4. Number of floors and offices at this property: _____ Number of buildings at this property: _____

5. Please attach the names of any non-office commercial businesses (particularly those who prepare food) that may be located in your building that utilize your refuse containers.

6. The information provided above was gathered from (dates) _____ to _____ by the following person(s):

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>E-MAIL</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____