

## **Place One Condominium**

# *Policy Statement*

**Date:** February 1, 2013

**Policy Statement:** 13-05 (Replaces 08-05)

**Subject:** Waste, Recycling, and Refuse Disposal

### **I. Introduction**

This policy establishes Place One's procedures for the disposal of recyclable household refuse, normal household waste, large refuse including renovation debris, and the treatment of environmentally harmful items.

### **II. Recyclable Household Refuse**

Place One offers single stream recycling as required by the City of Alexandria and residents are encouraged to participate.

**A. Recyclable Household Refuse defined.** Refuse eligible for recycling are limited as outlined below.

<b>Do Recycle</b>	<b>Do NOT Recycle</b>
<ul style="list-style-type: none"><li>• All plastic bottles and jugs*</li><li>• All glass bottles and jars*</li><li>• All metal beverage and food cans*</li><li>• Newspaper with inserts (but no plastic wrap)</li><li>• Magazines, catalogs, and phone books</li><li>• Junk mail including envelopes with windows</li><li>• Paperboard (cereal &amp; cracker boxes, paper towel rolls, paper egg cartons)</li><li>• Brown paper bags</li><li>• Cardboard boxes (flattened &amp; cut to fit in the bins)</li></ul> <p>* Be sure to rinse but no need to remove labels.</p>	<ul style="list-style-type: none"><li>• Lids, caps and tops</li><li>• Waxed cartons, e.g. juice, drinks, etc.</li><li>• Take out containers, pizza boxes, etc.</li><li>• Styrofoam packing</li><li>• Plastic bags - including Grocery and other Store bags along with newspaper insert wraps</li><li>• Prescription vials</li><li>• Aluminum foil and pre-formed trays</li><li>• Ceramics</li><li>• Pots and pans</li><li>• Plastic buckets and tubs e.g. sour cream, dips and spread containers</li><li>• Clothes hangers from the dry cleaners</li></ul>

**B. Waste Disposal Room Recycle Bins.** Refuse listed as "**Do Recycle**" may be placed in either of the two blue bins - no sorting is required. Items listed as "**Do Not Recycle,**" as well as Normal Household Waste, may not be placed in the blue bins.

C. **Other Recycle Locations.** In addition to the blue bins in the Waste Disposal Rooms, Place One maintains other recycle locations. The same "Do Recycle" and "Do NOT Recycle" rules apply.

1. **Bailey Community Room.** Users must ensure that recycled refuse is placed in the appropriately marked container.
2. **Parking Garages.** Only "Do Recycle" items are permitted in the yellow bins.
3. **Pool.** Only "Do Recycle" items are permitted in the yellow bin.

## II. Normal Household Waste

Normal Household Waste includes non-recyclable items which are disposed of via the Waste Disposal Room as follows:

A. **Chute Items.** Most Normal Household Waste is disposed of using the Chute. Bagged and other items must easily fit in order to avoid clogs. Note the sign located by the Chute for additional guidance. ***When in doubt, leave it out.*** Follow the guidelines below for Chute Items:

1. **Safety.** Items which cause fire, such as cigarettes, must be fully extinguished prior to placement in the Chute. No flammable, incendiary, hazardous or toxic material is allowed in the chute (see Section IV for additional information).
2. **Sanitation.** Materials which can spatter when descending the chute should be sealed in a sturdy bag. Cooking grease and food scraps should be sealed to avoid odors, roaches and rodents. Food delivery and take out containers, e.g., pizza boxes, etc. can be folded and bagged to fit the Chute. [NOTE: to avoid kitchen sink backups, residents should not dispose of cooking grease down sink drains.]
3. **Environmental protection.** While acceptable in the Chute, plastic retail and grocery bags can be returned to most grocery stores for specialized recycling. Likewise, Compact Florescent Light bulbs can be disposed of through the Chute when wrapped to prevent mercury spillage. *See Section IV for additional environmentally friendly disposal options.*

B. **Non-Chute Items.** Some Normal Household Waste too large for the Chute may be placed adjacent to the blue recycle bins provided ample space is available and no doors are blocked. When ample space is not available, items should be taken to the Loading Dock and placed in a dumpster. Follow the guidelines below for Non-Chute Items:

1. **Recyclable Cardboard.** Boxes too big for the blue recycle bins should be collapsed and placed in or adjacent to the bins.
2. **Packing Material.** Non-recyclable items such as Styrofoam packing and pizza boxes may be placed adjacent to the blue recycle bins.
3. **Small Disposables.** In limited quantities, small items unsuitable for the Chute including appliances such as fans, blenders, coffee makers and other similar sized items may be placed next to the blue recycling bins. Such items can also be taken to the Loading Dock and placed in

a dumpster, especially if space is unavailable by the blue recycle bins. See Section IV for additional environmentally friendly options for small disposables including electronics.

### III. Large Refuse and Renovation Debris

Place One's refuse disposal contract is limited to Normal Household Waste and City of Alexandria required recycling. Co-Owners and residents are financially responsible for ensuring that large refuse items and all renovation debris are removed as part of any upgrade effort. When appliance, flooring, and/or renovation contractors are involved, Co-Owners and residents are advised to ensure disposal is included in agreements and ensure that all items and debris have been removed.

**A. Applicable Items.** Refuse and renovation debris subject to this provision may **NOT** be left in the Waste Disposal Rooms or within the Loading Dock space including the area outside of the freight elevator. Applicable Items may only be removed via the freight elevator.

Applicable items include but are not limited to:	
<ul style="list-style-type: none"><li>• Furniture</li><li>• Mattresses and supports</li><li>• Light fixtures</li><li>• Carpets and padding</li><li>• Tile and wood flooring</li><li>• Major appliances, e.g. stoves, refrigerators, dishwashers, washer/dryers</li></ul>	<ul style="list-style-type: none"><li>• Bath/kitchen tile</li><li>• Cabinetry and countertops</li><li>• Wood and trim remnants</li><li>• Plumbing fixtures, e.g. toilets, sinks and bathtubs</li><li>• Drywall and wallpaper</li><li>• HVAC units</li><li>• Doors and frames</li></ul>

**B. Removal Options.** The following options apply when a contractor/vendor does not remove the item(s).

1. **Self-Removal.** Remove the item(s) within 24 hours.
2. **Arranged Removal.** Contract with Place One to remove the item(s) and pay the cost plus 10%.
3. **Association Removal.** Place One removes the item(s) without notice and charges the cost plus 50%.

### IV. Treatment of Environmentally Harmful Items

In addition to following the requirements of this policy, Place One residents are encouraged to act responsibly when disposing of items potentially harmful to the environment. Go to <http://alexandriava.gov/SolidWaste>.

The City of Alexandria manages a **Hazardous Waste and Electronics Recycling Center**. [The Center is located at 3224 Colvin Street. From Place One, travel east on Duke Street and turn right onto S. Quaker Lane, then take the first left onto Colvin Street. The center is on the right. Open Saturdays and Mondays from 7:30 a.m. to 3:30 p.m.]

The following items are accepted and Place One residents are encouraged to deliver their items to the Center.

<b>Acceptable Hazardous Waste Items</b>		
<ul style="list-style-type: none"> <li>• Antifreeze</li> <li>• Battery acid</li> <li>• Gasoline</li> <li>• Motor oil</li> <li>• Auto cleaning Products</li> <li>• Car batteries</li> <li>• Fluorescent Light Bulbs (including CFLs)</li> <li>• Lacquers</li> <li>• Spray can paint</li> </ul>	<ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Household cleaning products</li> <li>• Flammable waxes &amp; abrasives</li> <li>• Drain cleaner</li> <li>• Flammable caulks &amp; adhesives</li> <li>• Varnishes</li> <li>• Mineral Spirits</li> <li>• Mercury thermostats &amp; thermometers</li> </ul>	<ul style="list-style-type: none"> <li>• Herbicides</li> <li>• Pesticides</li> <li>• Ant bait or traps</li> <li>• Rodent control products</li> <li>• Insect spray cans</li> <li>• Pet supplies</li> <li>• Photographic chemicals</li> <li>• Developers Fixers</li> </ul>
<b>Unacceptable Hazardous Waste Items</b>		
<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Biological waste</li> <li>• Unknown substances</li> </ul>	<ul style="list-style-type: none"> <li>• Helium Tanks</li> <li>• Ammunition</li> <li>• Radioactive materials</li> </ul>	<ul style="list-style-type: none"> <li>• Unlabeled substance</li> <li>• Propane, oxygen or acetylene Tanks (please return to the supplier)</li> </ul>
<b>Acceptable Electronics Items</b>		
<ul style="list-style-type: none"> <li>• Cell Phones, Blackberries &amp; PDA's</li> <li>• CD-ROM / DVD Drives</li> <li>• Memory &amp; Circuit Boards</li> <li>• PC's / Laptops / Notebook</li> <li>• Computer Monitors - LCD, Plasma &amp; CRT</li> <li>• All Computer Peripherals: Keyboards, Mice, Cables &amp; External Hard Drives</li> </ul>	<ul style="list-style-type: none"> <li>• Fax Machines &amp; Modems</li> <li>• All Rechargeable Batteries &amp; Button Batteries</li> <li>• Desktop Printers - Laser and Inkjet</li> <li>• Desktop Scanners &amp; Copiers</li> <li>• CD-ROM / DVD Drives</li> <li>• Uninterruptable Power Supplies (UPS)</li> <li>• Digital Cameras</li> </ul>	<ul style="list-style-type: none"> <li>• Video &amp; Audio Equipment</li> <li>• Speakers Wires / Cables / Extension cords</li> <li>• Televisions: CRT, LCD, Plasma, Storage Media - DVD, CD, VHS, ZIP, Floppy disks</li> <li>• Small kitchen appliances &amp; Microwaves</li> <li>• Calculators</li> </ul>
<b>Unacceptable Electronics Items</b>		
<ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Air Conditioning Units</li> </ul>	<ul style="list-style-type: none"> <li>• Humidifiers</li> </ul>	<ul style="list-style-type: none"> <li>• Any items containing Freon or Oil</li> </ul>



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Board of Directors