

Hello All,

Please be reminded of several important waste disposal procedures at Bay Square:

Trash:

- All trash should be properly bagged and discarded either via the trash chute located on each floor, or brought down and disposed of in the available bins in the trash room, or dumpsters on the loading dock
- No glass or potentially hazardous materials should be discarded via the trash chute for our staff's safety.
- If you have a large piece of furniture, miscellaneous item to discard of, or aren't sure where to dispose a particular item, available resources can be found here: [Get Rid of It Right](#)

Composting:

- Bay Square strongly encourages all residents to compost via the City's free program.
- Almost all food related byproducts can be composted (please do not compost nor discard oil down sink drains). A helpful guide on what can be composted can be found here: [Composting Guide](#)
- Composting bins for your in-unit use are regularly available at the front desk (just ask!) or at the Public Works office located at 147 Hampshire St. You may also order a bin here: [Composting Bin Request Form](#)
- We recommend utilizing designated composting bags to line your bins, rather than paper which can leak. Composting bags are regularly available at the front desk (just ask!), are available at City Hall, or can be purchased at the list of stores here: [Composting Bags](#)
- Once your in-unit bin is full, please empty the bin into the designated green bins in the trash room for City collection. Please note that the larger bins outside are for the exclusive use of the Dumpling House.
- Composting provides broad benefits, both to Bay Square and the Cambridge community. Composting helps to reduce the volume of food debris that winds up in our dumpsters, which in turn helps to minimize rodent and pest activity. Additionally, composted materials are largely turned into clean energy, further details on that process can be found here: [What Happens to Your Composting?](#)
- Further, it's anticipated that the City of Cambridge may soon require composting throughout the City, we would encourage all residents to begin participating now to ease that transition.

Cardboard:

- All cardboard boxes must be properly broken down and discarded within the large bin available in the trash room. Cardboard may not be left in the trash chute rooms on each floor.
- The large bin in the trash room is available for use by all residents, as well as the Dumpling House.
- Although permitted by the City, please do not discard any cardboard within the blue bins as the janitorial staff must then remove it as Bay Square has private collection for cardboard.

Recycling:

- All non-cardboard recycling related materials should be disposed of within the available blue bins in the trash room
- Materials can be mixed, meaning glass, paper and plastic can be discarded within the same bin, however, all recycling should be emptied, rinsed and capped, when applicable, prior to discarding for proper disposal from the City and to avoid any buildup of debris within the bins.
- Information on what can and cannot be recycled can be found here: [Recycling Do's & Don'ts](#)

Book Exchange:

- The book exchange located next to the composting bin is solely for books, no additional materials, like furniture, clothing, etc. should be stored there.
- Volunteers maintain the shelf on behalf of the community, please make their lives, and our staffs lives easier by properly discarding any personal belongings.

The above resources can also be found in Pilera under the Document Library.