

Tenant Guide for DCAS-Managed Buildings

Guideline:	Individual Refuse Receptacle Elimination Program
Objective:	This guideline establishes standards and procedures for (1) participation in the Individual Refuse Receptacle Elimination Program, and (2) tenant reimbursement for non-participation.
Intent:	DCAS Facilities Management has been working diligently to centralize refuse stations (trash, paper, and metal/plastic refuse containers) to eliminate individual desk receptacles. Where adopted, this program has resulted in increased availability of custodians to perform other tasks and decreases in pests – i.e., enhanced building maintenance and conditions.

Responsibility Matrix

DCAS	Tenant/Agency
<ol style="list-style-type: none"> 1. Provision of centralized refuse receptacle stations. 2. Management of refuse receptacle stations. 3. Baseline monthly extermination services (one to four scheduled service calls per month based on building size.) 	<p>For participating tenants/agencies:</p> <ol style="list-style-type: none"> 1. Continued participation. <p>For non-participating tenants/agencies:</p> <ol style="list-style-type: none"> 2. Reimbursement for extermination services above and beyond the monthly baseline service.

Tips & Trade:

- *Minimizing the number of live plants and keeping food in lidded storage containers also reduce pests.*

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