



100 Cummings Center, Suite 107-L
Beverly, MA 01915
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TRASH COMPACTOR PROCEDURES

All compactors in use are provided by Cummings Properties, LLC, at no charge to tenant firms. Hauling and dump charges are individually billed on a proportionate basis directly to each tenant firm.

Please advise your cleaning service or other appropriate person in your organization that the trash compactor must be activated with each deposit. When too much trash accumulates, the machine's sensors prevent it from pushing the load through for compacting. This necessitates an otherwise needless service call to unpack and reload the compactor -- a costly and frequently messy task which could be easily avoided. Be sure to poke down any overly bulky loads with the stick provided and activate the compactor with each and every deposit.

Please be absolutely sure that no wood pallets or any other wood larger than a baseball bat, or any steel products are deposited which could possibly jam the compactor. Service charges (\$125 minimum) will be billed directly by CPL to any firm responsible for additional costs resulting from misuse of the compactor.

Next, remember that the compactors are provided solely and exclusively for normal office trash which is generated within the building. Under no circumstances may any trash whatsoever be brought from elsewhere and placed in a container here.

Per state regulations, all recyclable materials, including cardboard, paper, glass, metal, and plastic containers, must be placed in designated recycling receptacles, *not* trash compactors.

Feel free to contact your account manager if you have any questions regarding this notice or if you would like a demonstration of the proper use of your compactor. Thank you in advance for your cooperation.