

## Tenant Guide for DCAS-Managed Buildings

<b>Guideline:</b>	Individual Refuse Receptacle Elimination Program
<b>Objective:</b>	This guideline establishes standards and procedures for (1) participation in the Individual Refuse Receptacle Elimination Program, and (2) tenant reimbursement for non-participation.
<b>Intent:</b>	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"> <li>1. Provision of centralized refuse receptacle stations.</li> <li>2. Management of refuse receptacle stations.</li> <li>3. Baseline monthly extermination services (one to four scheduled service calls per month based on building size.)</li> </ol>	<p>For participating tenants/agencies:</p> <ol style="list-style-type: none"> <li>1. Continued participation.</li> </ol> <p>For non-participating tenants/agencies:</p> <ol style="list-style-type: none"> <li>2. Reimbursement for extermination services above and beyond the monthly baseline service.</li> </ol>

#### Tips & Trade:

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

(November 2025)