



Paper Shredding Items

- Blue prints
- Envelopes
- Magazines
- White paper
- Reel-to-reel tapes
- Books
- Glossy paper
- Newspaper
- CDs
- Brochures
- Junk mail
- Post-it notes
- Cassette tapes
- Cardboard
- Colored paper
- Manila folders

Unacceptable Materials

Bubble wrap

Food waste

Napkins

Photographs

Toner cartridges

Polystyrene foam

Carbon paper

Food wrappers

Packing peanuts

Ring Binders

VHS Tapes

Coffee Cups

Glass

Paper towels

Tissues

Plastic laminated paper

To schedule a pickup, please contact the Office of the Building at (312) 629-1700, or submit a request via the Tenant Request System.