

<b>Cleaning Responsibilities - 3660 Route 30 Office</b>		
<b>Area</b>	<b>Responsible Individual</b>	<b>Notes</b>
PROD #1 Studio	Steele	
Office across from PROD #1	Mary	
Host Office area & Kitchen Table	Jimmy	
PROD #1 Bathroom	Steele	
PROD #2 Studio	Thimons	
PROD #2 Office Area/Hallway	Edward	
Kitchen	Tim	
Refrigerator	Joseph	
PROD #2 Bathroom	Jimmy	
Upstairs Rack Room	Daniel & Jimmy	
Staircase	Daniel	
Laundry	Laura	
Shovel snow and salt (When necessary)	ALL THE MEN WORKING ON SITE	Dr Dave is responsible for this, but he can not always get to it, so lets all join together to keep it safe for everyone.
<b>RECYCLING AREAS INCLUDED:</b>	<b>All cardboard boxes should be broken down (flat) and stored next to the printer on the PROD #2 Studio side</b>	
Host Office Area (Paper Only)		
PROD #3 Studio (Paper Only)		
PROD #2 Office Area (All Recyclables)		
RECYCLING: Electronics/Computers/Batteries/Fluorescent Light Bulbs, etc.	Joseph P / Devren	PA Cleanways for everything except the Fluorescent Light Bulbs. Lowe's for compact Fluorescent Light Bulbs. Scott Electric for 2 foot or longer Fluorescent Light Bulbs.
RECYCLING: Glass	Joseph P / Devren	PA Cleanways accepting glass Noon to 5 PM Wednesdays & 8 AM to 1 PM Wednesday & Friday. Phone: (724) 879-4020
RECYCLING: Paper & Cardboard	Joseph P / Devren	Should primarily be hauled to the Latrobe Transfer Station. Cardboard can also, on occasion, be placed in the Laurel Valley Motors Recycling Bin -- after hours only.
RECYCLING: Plastic/Metal	Joseph P	Hauled to the Latrobe Transfer Station.
RECYCLING: Plastic Film	Joseph P / Devren	Drop off at either Walmart (bin in the right hand entrance) or Giant Eagle (outside to the right of the main entrance).
RECYCLING: Metals (Aluminium & Brass/Copper/Steel)	Joseph P	Will need separated and hauled to the junk yard or another location who will purchase the scrap metals. The metals should be separated into Aluminum, Brass, Cooper, Steel, etc. Should probably be combined with the items from the SJM Building.
RECYCLING: Polystyrene/Styrofoam (in SJM Building/Basement Storage Area)	Joseph P / Devren	Joseph will need to drop off at the South Side Pick-up location in Pittsburgh. He can schedule the drop off when he is passing through Pittsburgh.