**How to handle trash and paper**

**Trash**

Must be put in the shaft at the apartment

**OBS: remember to close the bag with a knot**

Allowed in trash bags:

**Food leftovers**

**Dirty papir and cardboard**

**Milk- and juice cartons**

**Diapers and sanitary napkins**

**Metal cans**

Not allowed in trash bags:

**Batteries**

**Lightbulbs**

**Chemicals**

**Paper**

Must be delivered loose in the paper “entrance”, which is found within the basement.

Allowed:

Newspapers

Advertisement materials

Envelopes

Copy paper

Other clean paper

Not allowed:

Pizza trays

Milk- and juice cartons

Gift wrappings

**Do note: the rubbish suction can clog/get blocked**

Don’t ever try to put massive or heavy rubbish in the shaft – examples could be pizza trays, big pieces of cardboard, rolled blankets and stacks of newspapers. These will clog the rubbish suction.

**Regarding the rubbish suction**

**How it works**

When you throw your trash bag in the shaft at the stairwell it is stored temporarily. Within regular time intervals the suction will lead away the trash. The emptying is done automatically from the waste terminal. The shafts are connected to the waste terminal through a system of pipes below ground. The system is closed. This is the reason that there are no ill smell and therefore no animals are drawn to the garbage openings.

The exact same system is in place for the paper.

**Emptying the shafts**

When the containers are filled and needs to be emptied, a ventilator will turn on and create under pressure in the pipe system. Next the container valves opens and the trash bags falls down into a transportation pipe and will get sucked through to the waste terminal.

**The waste terminal**

The trash is sucked through to the waste terminal where it will be compressed into a closed container. Transportation air is lead through dust- and cleaning filters as well as silencers before being lead all the way through. When the container in the waste terminal is full it will be picked up by a regular lorry to be emptied.

The trash is driven to combustion and the paper to be recycled.

You can read more about trash suction here: [www.dbha.dk](http://www.dbha.dk)

**Questions?**

Contact your janitor:

89 31 71 82

08.00-09.00 Monday-Wednesday, Friday

15.30-17.00 Friday