

Houston Downtown Management District

1119 Milam - Houston, Texas 77002

713.223.2003

**TRASH & RECYCLING PROGRAM
ENROLLMENT FORM**

Enrollment in the Houston Downtown Management District (the District) Trash & Recycling Program requires the subscriber to purchase distinctively marked trash bags for collection by District employees.

Program participants will be invoiced a monthly subscriber fee of \$50.00, plus tax, in addition to the charge for trash bags purchased. Invoices that are thirty (30) days past due will incur a \$15.00 penalty. Accounts that are delinquent are not eligible to purchase additional bags until the account balance has been paid. Service disruption will occur for all accounts that are sixty (60) days past due. Thirty day notice is required to end participation in this program. Acceptable forms of payment for invoices and trash bags include cash, company check or credit card (Visa / MasterCard).

COMPANY INFORMATION	
NAME	
SERVICE ADDRESS	
CONTACT NAME	
CONTACT TELEPHONE NUMBER	
ALTERNATE TELEPHONE NUMBER	
EMAIL ADDRESS	
BILLING ADDRESS (IF SAME, PLEASE INDICATE "SAME")	
SERVICE INFORMATION	
LOCATION WHERE TRASH WILL BE PLACED	
TIME TRASH WILL BE PLACED OUTSIDE FOR PICK UP	

Signature: _____

Date _____

IMPORTANT TRASH COLLECTION INFORMATION

Trash Bags

The District provides three (3) types of bags for the Trash & Recycling Program:

Size / Type	Cost Per Bag
33-Gallon	\$1.50
55-Gallon	\$2.00
Recycle	\$1.75

To order bags, call [713]223-2003 for delivery on the same day, during the hours of 8:00am – 3:00pm or you may pick them up at the Operations Center, 1119 Milam. If you would prefer to pay for trash bags at the time of delivery

Trash Collection Schedule

In accordance with the City of Houston’s ordinance, do not place trash on the sidewalks prior to 2:00pm. Please avoid overloading trash bags. Bags that are too heavy to lift will not be picked up.

Day	Morning Pick Up Time	Evening Pick Up Time
Sunday	Before 7:00am	6:00pm – 8:00pm
Monday	5:00am – 7:00am	4:00pm – 10:00pm
Tuesday	5:00am – 7:00am	4:00pm – 10:00pm
Wednesday	5:00am – 7:00am	4:00pm – 10:00pm
Thursday	5:00am – 7:00am	4:00pm – 10:00pm
Friday	5:00am – 7:00am	4:00pm – 10:00pm
Saturday	Before 7:00am	6:00pm – 8:00pm

Trash will not be picked up on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Recyclable Items

Collection service for recyclable items occurs twice a week, on Mondays and Thursdays after 2:00pm. The following items are recyclable:

- ❖ *Boxboard/Cardboard* (corrugated cardboard boxes, cereal boxes, shoe boxes, beer and soda cases)
Cardboard must be flattened and bundled. Cardboard boxes that are not broken down will not be picked up. NO pizza boxes, waxed or plastic-lined boxes
- ❖ *Paper* (paper grocery bags, magazines, catalogs, newspaper, ad inserts, junk mail, office paper). NO paper towels, tissues, paper cups or paper plates
- ❖ *Tin, Aluminum & Steel Containers* (Food and Drink containers only)
- ❖ *Plastic Bottles* (PET drinking bottles only). Remove and throw caps in trash