



A Facilities Management Support Company

RECYCLE POLICY

Our recycle policy regarding waste electronic equipment will ensure complete confidence to all our clients that the information contained on the waste magnetic media will NEVER be seen again.



- **Hard Drives:** To be removed, (on site if required), logged and securely moved to disposal site to be destroyed in a furnace.
- **Desktop Cases:** To be recycled.
- **Monitors:** Under special waste regulation to be recycled
- **Laptops:** Hard drive removed followed by recycling.
- **Mainboards:** To be recycled
- **CDs:** Disc to be shredded, case recycled.
- **Mouses:** To be recycled
- **Optical Drives:** To be recycled.
- **Keyboards:** To be recycled