



## Recycling setup checklist

Use this simple checklist to evaluate your property’s recycling program at least once each year.

A variety of factors, such as increased recycling participation, changes in unit vacancy rates, the introduction of new residents, etc., can impact the success of your property’s recycling programs and may change the answers, and resources needed, over time.

<b>Check your service levels and make adjustments</b>	<b>Y</b>	<b>N</b>
Are any of your garbage containers frequently less than 75% full on the day they are collected?		
Are any of your garbage containers frequently overflowing on the day they are collected?		
Are any of your recycling containers frequently overflowing on the day they are collected?		

<b>Ensure containers are conveniently located and easy to identify</b>	<b>Y</b>	<b>N</b>
Are garbage and recycling containers located either side-by-side or in the same enclosure?		
Are all recycling containers labeled with a recycling decal in good condition? Is the decal legible and visible from the sides of the container that are accessed by residents?		
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<b>Keep collection areas clean and prevent illegal dumping</b>	<b>Y</b>	<b>N</b>
Are enclosures and collection areas clean and well-maintained?		
Are bulky items or hazardous materials frequently left near collection containers?		

<b>Provide recycling education and resources to residents</b>	<b>Y</b>	<b>N</b>
Are residents provided with a recycling tote bag and educational materials when they move in?		
Have all residents received copies of the current recycling guidelines in the past 12 months?		
Are educational materials posted in common areas near mail boxes, in laundry rooms, in the lobby or in the leasing office?		