

# RENTAL PROPERTY WASTE REDUCTION GUIDE

## BEST PRACTICES FOR MULTI-FAMILY PROPERTIES TO REDUCE THEIR WASTE AND KEEP VALUABLE MATERIALS OUT OF THE LANDFILL



In addition to the "Commercial Recycling Guide", this guide will help you delve deeper in your industry specifics and help you set up your waste reduction program for success at YOUR property. Please do not hesitate to contact our office with questions or advice.

Athens-Clarke County Recycling Division  
Commercial Recycling Specialist  
706-613-3512  
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## STATION LOCATIONS

THESE ARE RECOMMENDED LOCATIONS TO BE COMPLIANT WITH THE COMMERCIAL RECYCLING ORDINANCE. DEPENDING ON THE SIZE OF YOUR COMPLEX, SOME LOCATIONS CAN BE ELIMINATED. YOUR COMMERCIAL RECYCLING SPECIALIST WILL VERIFY ADEQUATE COLLECTION.



Trash  
Dumpsters  
For every three trash dumpsters there should be at least one recycling dumpster. It will be extremely important to have clear labels and signage on both dumpsters.



Mailboxes

This is where your tenants will dispose of junk mail mostly and the occasional bottle or can from their car.



Fitness  
Center &  
Pool

This is where your tenants will dispose of plastic bottles and cans mostly. You will need to have recycling and trash available.

## SET UP LOCATIONS

A CLEARLY SET UP, EASY-TO-USE COLLECTION SYSTEM WILL HELP YOU CAPTURE A HIGH PERCENTAGE OF YOUR RECYCLABLES.

1. Place trash and recycling bins/dumpsters next to one another.
2. Clearly label each bin as Trash/Landfill or Recycling.
3. Choose bins that are durable and similar in look, shape, and size and keep the same color coordination throughout your property. It is recommended to have a lid with a smaller opening on your recycling bins.
4. Place the Recyclable Items flyer or poster above or on your recycling containers to help tenants, visitors and staff know what should and should not be recycled.
5. Keep the recycling loose, no bags. If you have to bag your recycling due to collection methods you MUST use a clear bag. If possible, please empty bags into the recycling dumpster.



ATHENS-CLARKE  
COUNTY RECYCLING  
DIVISION OFFERS  
USED BINS, SIGNAGE,  
STICKERS, REUSABLE  
RECYCLING TOTE  
BAGS AND  
PROFESSIONAL  
ADVICE FROM OUR  
STAFF AT NO COST  
TO HELP YOU START  
OR IMPROVE YOUR  
RECYCLING  
PROGRAM.

# EDUCATE YOUR TENANTS

ONLY IF YOUR TENANTS ARE ON BOARD CAN YOU ENSURE SUCCESS FOR YOUR NEW PROGRAM.

1. At lease signing, give your tenants your **Property Management Flyer for Tenants**, the **Recyclable Items Flyer**, and a **Reusable Recycling Tote** (see #6 below).
2. Explain to them where the locations are, what they can recycle, and what not to put in the recycling, such as plastic bags, Styrofoam, or food and to break down boxes. Athens-Clarke County Recycling Division can provide education.
3. Tenants must be reeducated yearly. Easiest way is to give them the **Recyclable Items Flyer** again.
4. Make sure your maintenance crew knows what to do with the trash and the recycling and have them keep an eye on the recycling for any contamination. Keep recycling dumpster doors closed, trash open and never let trash overflow—increase service if necessary.
5. Waste reduction and recycling programs show customers that your business cares about the community and environment. So, share your recycling efforts, goals and results with your tenants. Make sustainability part of your brand recognition and generate buzz around the great work your property is doing by sharing with your tenant communications and marketing. Consider including language in your lease.
6. Send out or post regular reminders and set up a structure to assure accountability.
7. Ensure contractors, or outside crews, are aware of your recycling program.

## AVAILABLE RECYCLING BINS

ATHENS-CLARKE COUNTY RECYCLING DIVISION OFFERS USED BINS AT NO COST TO HELP YOU START OR IMPROVE YOUR RECYCLING PROGRAM.



1. **18 Gallon Tote**- Ideal for office or mailbox area, also includes drain at the bottom
2. **Slim Jim**- Ideal for tight spaces (paper, cans, bottles lid).
3. **Tall Tote**- Compact size to fit in office spaces
4. Outdoor and Industrial capability
5. Dual Slim Jim for trash and recycling
6. **Reusable Recycling Tote**- Easy to use and machine washable to meet regular/smaller recycling needs. (includes handles)
7. **Outdoor Bin with Lid**- Great for pool or fitness center with restrictive lid
8. Standard mixed recyclables for spaces (nice for entries/ exits)

## KEEP IT OUT OF THE RECYCLING BIN

PLEASE HELP KEEP THESE ITEMS OUT OF YOUR MIXED RECYCLING.



**NO  
FOOD**



**NO  
PLASTIC BAGS  
OR  
SHRINK WRAP**



**NO  
STYROFOAM**

**KEEP RECYCLING LOOSE, DON'T BAG IT.**

If you have to bag your recycling due to collection methods you **MUST** use a clear or opaque bag. If possible, please empty bags into the recycling dumpster.