Step-by-Step to Enroll in: Multi-Family Recycling

1. Fill out the city's survey to opt into the program.
2. Property manager reviews the program information, completes and signs Memo of Understanding. Sends survey to assess resident interest and potential engagement with the program.
3. Walk through property with city staff to assess container placement, current trash service, and estimate recycling capacity needs.
4. Get information from city confirming hauler pick-up start date.
5. Label and / or ensure containers are color-coded. Place recycling containers in locations convened with city staff as this is the information the hauler will have.
6. Provide property staff (maintenance, janitorial, leasing) with recycling fact sheet.
7. Launch resident education (magnets, letters, door hangers, e-mails, social media, etc.) as service starts.
8. Monitor containers and collect data for fullness and contamination; talk to city staff through implementation period to adjust service levels as needed.
9. Refresh education at least twice a year and with each major resident turnover period.
10. Use checklist to evaluate program status and container conditions twice a year.

Add city's logo

Questions? Contact DPS or city's equivalent
Phone: (xxx) xxx-xxxx