

# A Property Manager's Guide to Recycling

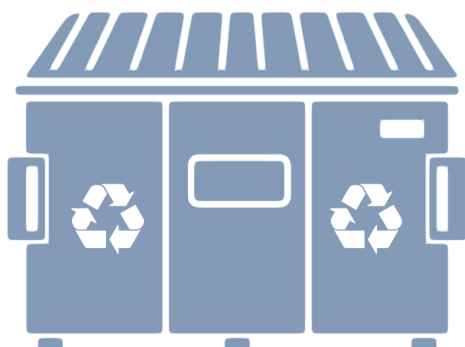
## Where to start?

**1. Check with your current waste hauler to see if they can provide recycling services.**

If you can bundle trash and recycling services together with one waste hauler, it may allow you to reduce your disposal costs.

**2. Make the recycling process easier for your tenants and residents**

Coordinate all recycling and waste collection contracts with your tenants to guarantee one on-site recycling provider, which can save money and reduce confusion.



**3. Determine the amount of materials generated on your property.**

Assess your trash and recycling capacity to make certain that the frequency of trash and recycling collection is cost-effective. This will also prevent the containers from overflowing.

### Commercial Properties

A minimum of 40% recycling capacity is recommended. For example, if you have five, 96-gallon roll carts for waste, two of them should be switched to recycling so that 40% of your waste capacity is designated for recycling. Please see example below.

**BEFORE:**



**AFTER:**



[www.dallasrecycles.com](http://www.dallasrecycles.com)

[commercialrecycling@dallascityhall.com](mailto:commercialrecycling@dallascityhall.com)

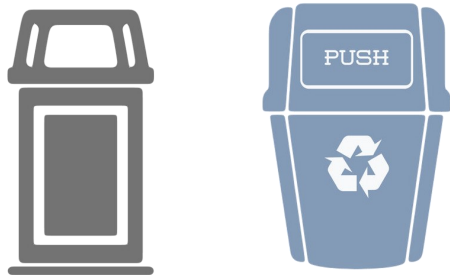
#### 4. Provide consistent signage and containers to make recycling convenient

Color code all exterior and interior containers:

Landfill Trash = Black Containers

Recycling = Blue Containers

Provide large signage near all interior and exterior containers. Posters and other materials can be downloaded from [dallasrecycles.com](http://dallasrecycles.com).



#### 5. Educate employees, tenants and/or residents on a regular basis

Create an effective recycling program by educating employees, tenants and/or residents on what's recyclable and where they can take it. There are a number of ways to communicate:

- Email
- Social Media
- Posters/Flyers
- Newsletters (e-newsletters) or Brochures

Ensure that there is a system in place that educates new employees, tenants and/or residents. Also, it's important to convey any change to the recycling program.

#### 6. Expand your recycling program

Once your recycling program is successful, ask your current recycling provider about additional or alternative recycling options for items like light bulbs, electronics, shredded paper, food scraps and more. You can also visit [search.earth911.com](http://search.earth911.com) for specialty recycling locations.



#### 7. Plan for a Zero Waste future!

The City of Dallas has a Zero Waste goal to reduce 85% of materials going to the landfill by 2040. The first step in this long range goal is to reduce 40% of materials going to the landfill by 2020. To ensure that your property is prepared, invest in durable recycling containers and assess your waste plan for possible changes.

#### 8. Questions?

- Ask your current waste hauler for any educational resources or signage that they may have about their services
- Visit [dallasrecycles.com](http://dallasrecycles.com) to download outreach materials
- Email [commercialrecycling@dallascityhall.com](mailto:commercialrecycling@dallascityhall.com) to ask any questions pertaining to recycling

