

WM RECYCLING ALL STARS PROGRAM: HOW TO PARTICIPATE

Recycling Program 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.

Check Your Service Levels and Make Adjustments

	Y	N
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?		

Ensure Containers are Conveniently Located and Easy to Identify

	Y	N
Are garbage and recycling containers located either side-by-side or in the same enclosure?		# needed
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?		# needed
Are all garbage containers labeled with a garbage decal in good condition? Is the decal legible and visible from the sides of the container that are accessed by residents?		_____

Keep Collection Areas Clean and Prevent Illegal Dumping

Are enclosures and collection areas clean and well-maintained?	Y	N
Are bulky items or hazardous materials frequently left near collection containers?		

Provide Recycling Education and Resources to Residents

	Y	N
Are residents provided with a recycling tote bag and educational materials when they move in?		# needed _____
Have residents signed a recycling pledge?		
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?		



Pledge to Take Action

Choose three or more actions you pledge to complete this year.

- Use the WM Multifamily Recycling Service Calculator to evaluate your property's recycling and garbage capacity.** If needed, request service changes based on the results. This can include getting new containers delivered, changing container size, increasing pick-up frequency, or moving container locations. See **Step 1** of the WM Recycling All Stars Program Toolkit for details.
- Place outdoor garbage and recycling containers together.** This makes it easy for residents to sort materials into the proper container. See **Step 1** of the WM Recycling All Stars Program Toolkit for instructions on how to locate containers.
- Request new container decals if they are missing or damaged.** See **Step 1** of the WM Recycling All Stars Program Toolkit for instructions on how to determine if you need new decals. Submit your decal request to WM online at www.wmrecyclingallstars.com.
- Provide all residents with WM Recycling Guidelines** and provide new residents with a copy of this resource. Order printed copies from WM online at www.wmrecyclingallstars.com or download and print yourself.
- Provide residents with a free recycling tote bag** to store and carry their recyclables to the central recycling container. Order free tote bags from WM online at www.wmrecyclingallstars.com.
- Distribute Move In/Move Out Resources flyer** to all residents to let them know about ways to reduce and recycle more, and where to donate reusable items such as books, clothing, housewares, and electronics. Download the flyer in English and Spanish at www.wmrecyclingallstars.com.
- Ask residents to sign a pledge to recycle.** Consider posting copies of signed pledges in a common area so that all residents can be reminded of their commitment to recycling. Download a sample Resident Recycling Pledge at www.wmrecyclingallstars.com.
- Send newsletter announcements** to share information and resources about the property's recycling program to residents. You can also use newsletter announcements to explain what to do with difficult-to-recycle items. Check out examples in the **Resources and Sample Materials** section of the WM Recycling All Stars Program Toolkit or online at www.wmrecyclingallstars.com.
- Hang Recycling Guidelines** in common areas or wherever indoor recycling bins or outdoor recycling containers are located. Download or order printed copies from WM at www.wmrecyclingallstars.com.
- Host a fun community event, barbecue, or picnic** to introduce your residents to a new or improved recycling program. See **Step 2** of the WM Recycling All Stars Program Toolkit for details.
- Provide residents with a "take back" collection event or information about community drop-off locations** for special items. These include electronics, fluorescent tubes and CFLs, batteries, phones, and plastic bags. See **Step 3** of the WM Recycling All Stars Program Toolkit for details.