



Educating Building Occupants



Rolling-Out Your Recycling Program

If your program is new or being expanded, plan a roll-out date to introduce it to tenants. You can also recruit motivated employees to help distribute informational materials and build enthusiasm for the program.

Post Signage

- Post clearly visible signs near collection containers. Include instructions and illustrations.
- Label trash and recycling bins indicating what materials are acceptable.
- Place labels on the top and sides of the containers, so if one label is blocked, the other can be seen.

Explain Basics

- What materials can be recycled
- How to prepare materials
- Where to bring or dispose of recyclables
- When and how often recyclables are collected
- What the benefits of recycling are
- Who to contact for more information

Methods to Inform Tenants

- Plan a kick-off event
- Supply move-in packets
- Get the word out via newsletters, brochures or flyers
- Post information on your web site
- Use social media
- Door-to-door outreach
- Meetings

