



Multi-family Residential Recycling Toolkit For Property Managers

Sample communication: communicate about on-site events at your building

Subject: Recycling Education Events at our Building on <date>

Hello resident,

Our building has signed up for <an/a few event(s)> as part of the RDCO's recycling education program for residents of multi-family buildings. This has been scheduled on **<date>** **at/between <time>**.

The event[s] are: *[select all that apply]*

- **On-site demonstration workshop (between <time>):** *in the recycling area*, there will be training on how to source-separate your materials, what can go in the on-site bins, what can go to the depot/other locations, and ideas on small-space storage solutions.
- **Lobby event (between <time>):** *in the lobby*, there will be an information table to respond to any questions you may have about recycling.

These events are meant to help you recycle everything you can and make sure that the recyclables you are putting into the recycling bin are not contaminated (which may result in contamination fees for our building). If you'd like to get a jump-start, the RDCO has provided an online [recycling toolkit](#) for you to use. This is a great resource for all of us to learn about effective, clean recycling within each individual unit, and for our building as a whole.

Thank you, and we look forward to seeing you at the event!

<Signature of building or property manager>