

# Dear Residents,

We are writing to provide you with important instructions regarding waste disposal in our apartment community.

## Waste Disposal Guidelines

1. **Trash:** Please place all non-recyclable waste in the designated trash bins located on each floor.
2. **Recyclables:** All recyclable materials must be placed in the blue recycling bins. Please ensure they are clean and free of any food residue.
3. **Hazardous Waste:** Items such as batteries, electronics, and chemicals should be disposed of at the designated hazardous waste drop-off center. Do not place these items in regular trash or recycling bins.
4. **Compost:** If composting is available, please place food scraps and yard waste in the compost bins provided.

## Schedule

Trash and recycling will be collected every Tuesday and Friday. Please have your bins out by 7 AM.

## Thank you!

We appreciate your cooperation in helping keep our community clean and environmentally friendly.

Best regards,  
[Apartment Management]