

# Communal Waste Disposal Guidelines

Dear Residents,

As part of our ongoing efforts to maintain a clean and healthy living environment, we would like to remind all apartment dwellers of the following communal waste disposal guidelines:

## 1. Waste Segregation

Please separate your waste into the following categories:

- **Recyclables:** Plastics, glass, paper, and metals.
- **Organic Waste:** Food scraps and yard waste.
- **General Waste:** Non-recyclable items.

## 2. Disposal Locations

Use the designated bins located in the common area. Please do not leave waste outside the bins.

## 3. Collection Schedule

Waste collection will take place every Monday and Thursday. Please ensure all waste is disposed of by 7 AM on collection days.

## 4. Bulk Items

For large items, please contact management for proper disposal methods. Do not leave bulk items in common areas.

## 5. Responsibility

Each resident is responsible for their waste. Failure to comply with these guidelines may result in penalties.

Thank you for your cooperation in keeping our community clean.

Sincerely,  
Apartment Management