

Waste Disposal and Recycling Instructions

Dear Tenants,

We hope this message finds you well. As part of our commitment to sustainability and keeping our community clean, we would like to remind you of the proper procedures for waste disposal and recycling within our property.

Waste Disposal Guidelines

- All non-recyclable waste should be placed in the designated trash bins.
- Please ensure that waste is securely bagged to prevent spills and odors.
- Large items not accepted in regular trash should be reported for special pickup.

Recycling Instructions

- Recyclable materials include paper, cardboard, glass, and certain plastics.
- Rinse out containers to avoid contamination of recyclables.
- Do not place plastic bags or food-contaminated items in the recycling bins.

Collection Schedule

Trash collection occurs every **[insert day]**, and recycling is collected every **[insert day]**. Please have your bins out by **[insert time]** on collection days.

If you have any questions or concerns about waste disposal and recycling procedures, please do not hesitate to contact the management office.

Thank you for your cooperation in keeping our community clean and sustainable!

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]