

# Building Recycling Rules

Dear Tenant at (Apartment Name),

Arlington is working to increase its recycling rate and needs our help! Currently, the commercial and multi-family sectors are recycling at a 31 percent rate...we want to help you recycle more.

How can you help? **“Recycle more. Trash less.”** Here at (*Apartment Name*), we have implemented a recycling system which recycles:

- Mixed paper (cardboard, magazines, newspapers, office paper, and misc. papers)
- Cardboard
- Metal cans
- Aluminum cans
- Glass (bottles and jars)
- Plastics (bottles, jars, plastic tables, chairs, and buckets)
- Metal household items (large household appliances, bicycles, cabinets, doors, grills, iron furniture and misc. metals)

We also no longer allow televisions or computer monitors with traditional picture tubes or thermostats containing mercury to be thrown away as trash.

Let's not waste a good thing. Remember to recycle the appropriate materials. Make sure all containers have been rinsed out, place plastic bags in a plastic bag, and remember, food-soiled paper is not recyclable.

Our recycling containers are located at (*each trash room, the enclosure with the trash containers, etc.*). Please refer to the recycling information posted at those locations.

If you have questions about recycling, you can call (555-555-5555) or visit [recycling.arlingtonva.us](http://recycling.arlingtonva.us) for more information.

This recycling program benefits us all. I would be glad to speak with you if you have questions about our building's recycling system. Thanks you for your help!

Sincerely,

(*Apartment Manager Name*)

