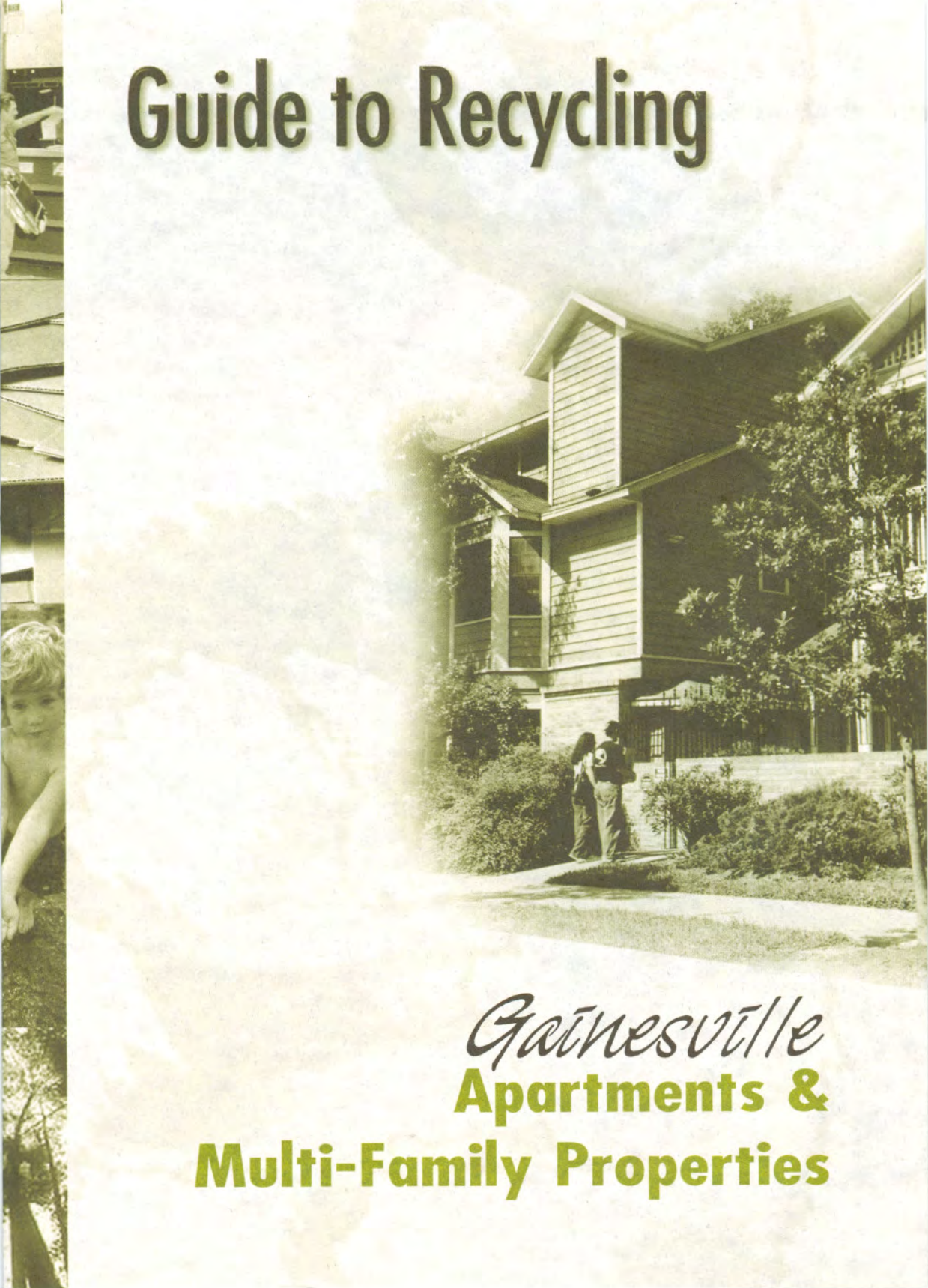


Guide to Recycling



Gainesville
**Apartments &
Multi-Family Properties**

Why Recycle?

Everyday each one of us generates garbage — in our homes and in our workplaces. Recycling is a wise alternative to sending heaps of garbage to the landfill, especially for easily recyclable products such as paper, cardboard, glass, aluminum and steel. Recycling saves natural resources, landfill space and helps avoid disposal costs. As public awareness concerning the importance of recycling continues to grow, people want to live in communities which

are environmentally responsible. In addition, if properly implemented, a recycling program can provide bottom-line savings to property managers and ultimately the tenants.

It's Mandatory!

The City of Gainesville passed an ordinance which made commercial recycling mandatory effective on January 1, 1997. Since that time, the City Recycling Office has continued to inform businesses and commercial properties of the steps that must be taken to bring each business into compliance with the city ordinance.

This brochure is designed to assist owners and managers of multi-family properties in the development of simple and successful recycling programs.

What Materials Should be Recycled

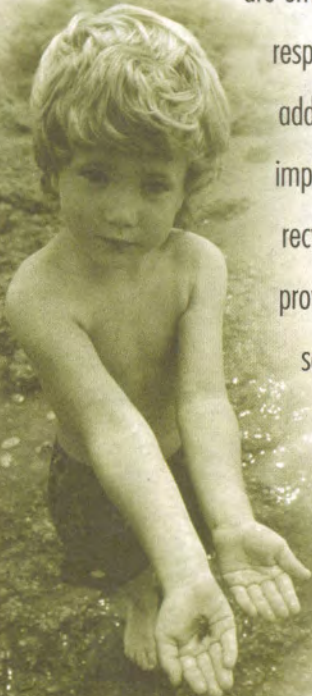
Generally, recyclable materials are those that:

- Can be cleanly separated from the waste stream,
- Make up a significant portion of the waste stream, and
- Can be transported to a processor or buyer at low cost.

The City of Gainesville Mandatory Recycling Ordinance requires that multi-family properties recycle:

- Newspapers
- Aluminum Cans
- Corrugated Cardboard
- Office Paper

If these items comprise 15% or more of your business' waste stream, these materials must be recycled.





All apartment houses and apartment complexes of five or more units are now included in the City of Gainesville's mandatory commercial recycling program. Common containers used for collection include a series of 96 gallon carts, commingled 4 and 6 cubic yard bins and 14 cubic yard roll-off boxes. Containers are often provided to complexes with the stipulation that they be used only for recycling purposes.

Starting Your Program

Ensure commitment from the property owners, local management and maintenance staff. Appoint an enthusiastic, dependable recycling coordinator to help develop and monitor the recycling program. This person will need to work with all levels of staff, as well as vendors, contractors and the general public.

Contact Your Hauler

The City of Gainesville Recycling Office can give you a list of recycling service providers. Some of these companies may pay cash for recycled materials, however, many may not. Often a fee is charged to collect and transport recyclables. Review your current disposal costs—recycling will reduce the volume of waste to be collected and could reduce the costs for collection and disposal of your refuse.



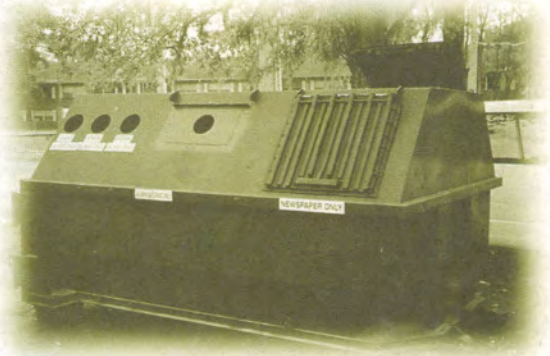
Strategically Place the Recycling Containers

Determine how materials (both refuse and recyclables) are handled internally, from the point of generation to the point of final storage and pick-up by the waste hauler. This will help you determine where to put your recycling containers. For example, if residents take out their own trash to dumpsters, you may want to locate recycling bins near the dumpsters so residents will be reminded to recycle. If your maintenance crew collects the recyclables or you have a chute system, you can put the collection container out of sight.

Identify safety and security issues from the start. Determine the most acceptable locations for ease of collection. Monitor the fullness of the final disposal containers when they are emptied by the hauler. Overflowing dumpsters and recycling containers are unsightly and can be a health hazard.

Promoting Your Program

Continual promotion and education of residents and employees is critical to the success of your program. Begin with a kick-off memo from building management showing full support. Brief training sessions should follow to explain the benefits of the program, materials to be recycled and resident responsibility. New resident orientation should include the company's recycling program. Encourage resident suggestions and promote any changes through bulletin boards and newsletters.



Recycling Program Checklist

- If your buildings are managed by a larger property management firm, ask the firm if each individual complex is responsible for their own recycling program or if an overall recycling program is offered.
- Obtain management's commitment and support, both from the corporate office and from the property manager.
- Appoint a recycling coordinator for the complex.
- Determine what to recycle.
- Involve employees and tenants in planning. Make it their program.
- Select a certified hauler or arrange for transport of recyclables to a certified recycling center.
- Negotiate adjustments in your waste disposal contract if possible.
- Place clearly marked collection containers in work areas and common areas, if needed.
- Kick off your program with an official ceremony or memo from management. Continue to promote your recycling program to employees.
- Monitor and evaluate the program.



Waste Prevention

Waste prevention can save your company money through lower purchasing and disposal costs. Avoiding the generation of waste reduces the burden on disposal facilities, conserves natural resources, and often reduces pollution. Below are some waste reduction ideas for your business.

- Buy or lease durable and repairable equipment.
- Use fax machines that use plain paper that can then be reused and recycled.
- Mulch grass clippings and leaves or compost yard waste.
- Minimize the use of products that contain toxic chemicals.
- Install reusable furnace and air conditioner filters.
- Buy cleaning products in bulk and in concentrated form.

The Importance of Buying Recycled Content Products

Purchasing products made from recycled materials is an essential part of a successful recycling program. Recycled content products are of high quality and can be competitively priced compared to virgin products. By purchasing recycled products, a market is provided which is necessary to close the recycling loop.

Think "Green"

Environmentally-responsible (or green) property managers include recycling, energy and water conservation, and waste reduction into their daily operations and purchasing practices. Advantages for "green" operations include:

- Less pollution,
- Reduced operating costs,
- Increased profitability, and
- Stronger tenant loyalty/preference.

Recycle



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