

**Sample notice to be used to remind residents of proper waste & recycling disposal processes for the building**      *<POST IN BUILDING COMMON AREAS>*

**- REMINDER -**

- \*\*Help keep the building clean and costs down.**
- \*\*The more we recycle the less garbage we create.**
- \*\*This means less cost for the building – and the planet!**

**Take your RECYCLING to:**

*<Provide building location details>*

- Separate your garbage and recycling. You do not need to sort your recycling (i.e. paper and containers can be commingled together).
- Flatten large cardboard items.

**Take your ORGANICS to:**

*<Provide building location details>*

**Take your GARBAGE to:**

*<Provide building location details>*

**Do your part.**

**For a list of the items that can be recycled, check the WASTE WIZARD search tool at [toronto.ca/recycle](http://toronto.ca/recycle) or the City of Toronto Recycling Calendar & Guide.**