

# Property Manager Services Guide

## Do You Have Enough Compost Service for Your Residents?

Your residents' full participation in this unlimited weekly service is crucial to the city and state's goal of reducing organic waste from going into the landfill. Here are some steps for a successful program.

**Ensure you have enough compost service:** Your compost service should be equal to 25% of your weekly trash volume; about five gallons of compost service per unit. There is no additional cost to increase your property's compost service or order additional green carts.

**Educate your tenants:** Set your property up for compost program success with free tools. This includes trash, recycle, and compost signage, brochures, kitchen pails, training videos, and more to help your residents stay educated on the how and why of compost.

Contact WMAC customer service at 510-613-8700 or email [oaklandoutreach@wm.com](mailto:oaklandoutreach@wm.com) for free consultation and personalized attention to your service level needs.

To learn more about the requirements, find free resources, and request support, visit [www.StopWaste.org/rules](http://www.StopWaste.org/rules) or call 510-891-6575 and leave a message for a call back.

## Holiday Tree Recycling for Your Residents



Waste Management of Alameda County, Inc. (WMAC) offers two options for assisting residents to properly recycle their holiday tree.

1. CURBSIDE: All multi-family dwelling residents of 5-99 units have the option of setting trees curbside.
2. ROLL-OFF BOX: Property managers of 100 plus units may order a roll-off box at no extra charge to collect trees.

To order a roll-off box, please contact customer service at [csnorthbay@wm.com](mailto:csnorthbay@wm.com) or call (510) 613-8700. Please call to make an appointment at least two weeks in advance of desired delivery date.

WMAC provides ready-made instructional leaflets/signs (fillable PDFs) to assist in communicating to the residents. Visit [www.oaklandrecycles.com/holiday-recycling](http://www.oaklandrecycles.com/holiday-recycling) to download and share.

## Battery Recycling for Residents

Facilitate battery recycling at your building by labeling a bucket or box with "battery recycling". Put the labeled container in your trash room or mail room and notify residents that they can bring ONLY household dry-cell batteries such as: alkaline, button cell, ni-cadmium. When the container is full, empty batteries into a clear plastic bag and place the sealed bag on top of your recycle container on your regular pickup date. See reverse side for a flier to post for disposal instructions.



**See reverse side for a recycling guide to distribute or post for your residents.**

## Break Down Your Holiday Packages

Be a good neighbor and break it down.

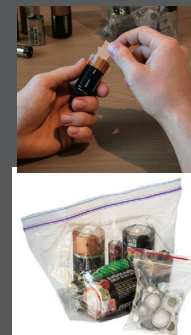
- Broken down cardboard boxes should be no larger than 3ft x 3ft.
- Place cardboard in your recycle container.
- Make sure the cardboard is free of plastic film and foam packaging. Plastic film and foam belong in in your trash cart.



## Safe Battery Disposal

Household dry-cell batteries such as: alkaline, button cell, and ni-cadmium should be put into a clear plastic bag and place the sealed bag on top of your recycle container on the regular pickup date. You may also drop them off at the Household Hazardous Waste Facility (see below).

Consumer batteries can short-circuit if their ends come in contact with one another. Place button-cell and ni-cadmium batteries in separate, clear zip-lock plastic bags and tape ends of batteries to avoid contact.



## Got Unwanted Appliances or Electronics?

These items do not belong in your trash, recycle, or compost container. Choose from the management options below to prevent environmental and fire hazards that result when electronics are disposed of incorrectly.

### Reuse

Many common household appliances can be reused, repaired or recycled. Search RE:Source, StopWaste's on-line guide to reuse, repair, and recycling just about anything. It contains information on reuse organizations and drop-off locations. Many of the locations also sell used items. Visit [resource.stopwaste.org](http://resource.stopwaste.org).



### Bulky Junk Service

Bulky junk curbside pickup and drop off services are available to all residents and included for no additional cost with trash service. You can set out consumer electronics and one large appliance along with up to 4 cubic yards of bulky waste and a limited number of other items for bulky curbside pickup.

You can also schedule an appointment to bring up to 4 cubic yards of bulky waste, including appliances and consumer electronics to the Davis Street Resource Recovery Complex in San Leandro. This service is included for no additional cost with your trash service.

Schedule a bulky curbside pickup or drop off by calling 1-888-WM-BULKY (1-888-962-8559) or visit [OaklandRecycles.com/Bulky](http://OaklandRecycles.com/Bulky) for more information and online scheduling.



### Household Hazardous Waste Facility

Take consumer electronics, small appliances and other hazardous materials like paint, chemicals and solvents to the Household Hazardous Waste Facility at 2100 East 7th Street, Oakland. Drop offs are limited to 15 gallons/125 pounds per vehicle. Call (800) 606-6606 or visit [www.stopwaste.org/at-home/household-hazardous-waste](http://www.stopwaste.org/at-home/household-hazardous-waste) for days and hours of operation.

Visit [Oaklandrecycles.com/services/apartment-condo-residents](http://Oaklandrecycles.com/services/apartment-condo-residents) for information about other services.