



MULTI-FAMILY COMPOST CHECKLIST

PROPERTY MANAGERS-BUILDING MANAGERS



STEP 1: DESIGNATE A COORDINATOR(S)

- ☐ Property or Building Manager
- ☐ Maintenance Staff
- ☐ Green Committee
- ☐ Motivated tenants

STEP 2: EQUIPMENT NEEDED (SUPPLIED BY RECOLOGY)

- ☐ Green collection cart (32 or 64 gallon)
- ☐ Kitchen pail for each unit
- ☐ Posters, fliers and stickers

STEP 3: ARRANGE SERVICE WITH RECOLOGY

- ☐ Determine if cart will be serviced curbside or inside (if inside provide new key and confirm service instructions).
- ☐ Determine delivery date.
- ☐ Delivery will include cart, pails, & green cart starter kit (set up guide & posters).

STEP 4: STORAGE, COLLECTION & SET-UP

- ☐ Determine if green internal bins will be placed on each floor with signage above (typically next to a chute or recycle bins in a chute/trash room).
- ☐ Plan with staff the transportation of material from internal locations to the central collection area.
- ☐ Create a map of site with compost locations clearly marked.

STEP 5: EDUCATION

- ☐ Send memo or email tenants explaining compost program (how, what, where, when)
- ☐ Post information by mailbox, elevator or laundry areas.
- ☐ Hold a kick-off meeting with tenants to explain program & hand out pails.
- ☐ Hand out pails door to door for each tenant.
- ☐ Refer tenants to our website: RecologySF.com
- ☐ Post posters throughout building.
- ☐ Contact Recology Sales Department to request educational materials, trainings or to attend tour.

STEP 6: MONITOR

- ☐ Monitor green cart regularly for contamination.
- ☐ Keep cart clean by rinsing regularly.
- ☐ Schedule post-program tenant meeting
- ☐ Keep tenants informed of their progress.
- ☐ Troubleshoot operational issues.

USEFUL TIPS

- Network with other Property Managers.
- Frequent program reminders through emails, fliers & tenant meetings.
- Involve tenants & maintenance staff to improve the compost program.
Include recycle & compost information in move-in and move-out packets (provided by Recology)
- Line pail with newspaper or paper bag.
- Collect food scraps in a paper milk carton or ice cream container. Place the entire paper container in the collection cart.
- Purchase compostable bags to line cart or kitchen pail.
- Empty pail frequently.
- Sprinkle baking soda in kitchen pail and collection cart to help with odors.
- Freeze or refrigerate compost until placed in green cart.



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