May 31, 2024

Dear San Francisco Property or Resident Manager,

**All residents and businesses must separate their refuse into recyclables, compostables, and trash. It’s** [**the law**](https://www.sfenvironment.org/recycling-composting-faqs) **in San Francisco.**

As a property or resident manager, you are responsible for setting up refuse areas and providing ongoing recycling and composting support for your building’s residents, specifically:

* Providing residents with equally accessible, color-coded containers for recycling, composting, and trash, accompanied by instructional signs;
* Providing recycling and composting information and training to building residents, janitors, and contractors annually to ensure compliance with the law; and
* Ensuring that recycling, composting, and trash containers are only placed out after 6pm the evening before collection and are stored out of view during non-collection hours

**Failure to provide adequate refuse service and keep materials properly separated could result in increased refuse charges. Additionally, overflowing receptacles and illegal dumping are City code violations that can result in fines.**

Visit [**sfenvironment.org/pm-toolkit**](http://www.sfenvironment.org/pm-toolkit)to download a Zero Waste Guide and browse the Property Manager Toolkit, which includes instructional signs, a lease addendum about zero waste requirements, links to helpful resources from your service provider, Recology, and more.

Reduce your building’s refuse bill by following these simple steps:

* Contact Recology about maximizing your recycling and composting services and reducing your trash service (Recology will communicate the minimum service level for your property)
* Please share **SFRecycles.org** with your residents for guidance on what goes in the compost, recycling, and trash
* Remind residents about the free Bulky Item Recycling curbside pick-up program to remove up to 10 large, nonreusable items from the property annually! Learn more at [**sfenvironment.org/bulky-items**](https://sfenvironment.org/bulky-items)
* To schedule a Bulky Item Pick Up, please call Recology at (415) 330-1300 or email customerservice@recologysf.com

Sincerely,

San Francisco Environment Department