



Sample email memo for tenants at business property

As of [DATE], [BUILDING NAME] recycles!

On [DATE], [BUILDING] will begin a new recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

Work stations. Each of you will have a new blue recycling container located at your work area.

Common areas. We are also placing [COLOR] containers in the [KITCHEN, LUNCH ROOM, CAFETERIA, CONFERENCE ROOMS, OTHER SPECIFIC SITES].

Please make an extra effort to recycle the following items:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- OTHER ITEMS

We encourage you to hold a series of brief 15 minute recycling program orientation meetings for all employees, and post information about this recycling program throughout your workspace.

The success of the program is on all of our shoulders! [BUILDING MANAGEMENT COMPANY] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].

SOMETHING TO CONSIDER: **RECYCLING ADDENDUM**

In an effort to encourage recycling efforts, landlords may consider including a recycling requirement in new lease agreements. The addendum could include program notification language, clear instructions for placement and use of recycling containers and tenant acknowledgement.