

COMMUNITY ADVISORY

Date: [Insert Date]

Subject: Updated Garbage and Recycling Protocols

Dear Resident,

This letter is to inform you of upcoming changes to our community's waste management and recycling procedures. These updates are being implemented to improve efficiency, ensure environmental compliance, and maintain the cleanliness of our neighborhood.

Effective Date

The new protocols will go into effect on: **[Insert Effective Date]**.

New Collection Schedule

- **General Garbage:** [Insert Day(s) of the Week]
- **Recycling:** [Insert Day(s) of the Week]
- **Bulk/Green Waste:** [Insert Day or Frequency]

Updated Sorting & Bin Requirements

Please adhere to the following guidelines to ensure your waste is collected:

- **Bin Placement:** Bins must be placed at the curb by [Insert Time] on collection days and removed by [Insert Time].
- **Recycling Rules:** Only [Insert Specific Materials, e.g., Paper, Plastic #1-2, Glass] are permitted in the blue bins. Please rinse containers before disposal.
- **Prohibited Items:** Do not place hazardous waste, batteries, or electronics in standard bins.
- **Bin Orientation:** Ensure bin handles face the house to assist automated pick-up arms.

Why These Changes Matter

By following these updated protocols, we can reduce landfill waste, lower community processing costs, and keep our streets clear of debris.

For more information or to request a new bin, please visit our website at [Insert Website URL] or contact the Management Office at [Insert Phone Number].

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Department]

[Community/Organization Name]