

Waste Management Guidelines for Property Managers



Richmond's Business Recycling Resources Program provides support to help businesses increase recycling and manage their waste.

Property managers are often responsible for their building's waste management, including ensuring the correct mix of recycling services, determining bin types and collection schedules that align with waste generated in the building, and providing adequate space for garbage and recycling collection areas.

Property managers are integral to supporting sustainable waste management and ensuring that all regulatory requirements are followed in their building.

Property managers are encouraged to use this guide to:

- Ensure they adhere to regulations;
- Set up services to align with the waste generated by their building/complex;
- Implement best practices for providing waste management; and
- Support increased waste diversion in their buildings.



TIP

Additional free guides and resources related to waste management and recycling are available through Richmond's Business Recycling Resources Program. For details, visit richmond.ca/BusinessRecycling.



Setting Up Waste Services

Bans and Bylaws

- Ensure waste collection services include recycling options to comply with Metro Vancouver disposal bans and other bylaws.
- Provide collection for recyclable items, such as cardboard/paper, containers, glass bottles/jars and food waste.
- Resource: See the *Bylaws, Bans & Your Business* section in the Business Recycling Resources Toolkit.

Required Services

- Engage with tenants to understand the waste being generated.
- Identify gaps in services (e.g., recyclable materials such as food waste or mixed containers).
- Conduct a waste audit and look for opportunities to provide additional services (e.g., Styrofoam™ collection).



Services should align with the waste being generated and adhere to Metro Vancouver disposal bans.

Cart Size & Collection Frequency

- Regularly evaluate the types of carts/bins being used and collection frequency at your building/complex, and make adjustments as needed to address overflowing or under-utilized bins.



Resources in this document and other information:
richmond.ca/BusinessRecycling



Garbage and Recycling Areas

Safety and Security

- Limit unauthorized access and prevent illegal dumping by locking outdoor spaces or bins/carts, while ensuring they are accessible to legitimate users such as tenants and waste haulers. Store in an enclosure if possible.
- Keep collection areas well-lit and consider use of cameras for monitoring outdoor collection areas.
- Resource: See the *Tips to Deter Illegal Dumping, Unsightly Premises and Rodents* section in the Business Recycling Resources Toolkit.

Bin Placement

- Move containers away from roadways to reduce their visibility to the public.
- Ensure your bin does not pose a hazard to users or impede traffic flow in your parking area.

Cleanliness

- Ensure garbage and recycling spaces are well maintained, tidy and clear of litter and debris.
- Schedule regular bin/cart cleaning, especially during warmer temperatures.
- Resource: See the *Tips to Deter Illegal Dumping, Unsightly Premises and Rodents* section in the Business Recycling Resources Toolkit.

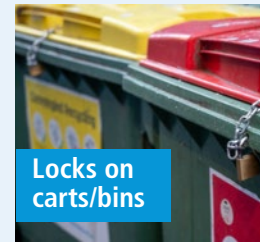


Communications and Signage

- Provide easy-to-read labels for all bins/carts. Speak to your waste hauler about options for additional signage such as posters on and above bins/carts.
- Include images of acceptable items on labels and posters to make it easier for people to identify what goes into each bin or cart.
- Provide new tenants with information about how to recycle correctly and a tour of the garbage and recycling space.
- Keep tenants updated about new services or other changes.

ELEMENTS OF AN OPTIMAL WASTE MANAGEMENT SYSTEM

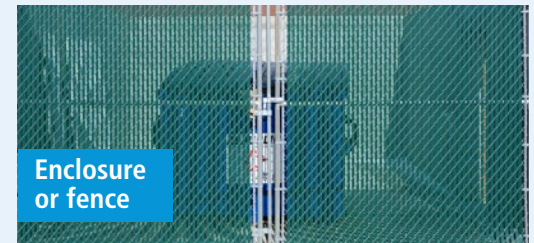
SAFETY AND SECURITY



Locks on carts/bins



Lighting



Enclosure or fence

SIGNAGE



Labels on carts / bins

Posters with sorting info

CLEANLINESS



Area is tidy and clean

RESOURCES

Looking for additional support? Contact the Business Recycling Resources Program for upcoming workshops or one-on-one coaching support.

Online [Richmond.ca/BusinessRecycling](https://richmond.ca/BusinessRecycling)
Email BusinessRecycling@richmond.ca
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