



# TOWARDS ZERO WASTE

## *Case Studies of Manhattan Multi-Family Building Recycling, Reuse, Sharing & Composting Programs*



# Icons Key



Building collects organics through DSNY Curbside program



Building participates in re-fashionNYC



Building participates in e-cycleNYC

**DSNY**

Department of Sanitation



Building uses BuildingLink or other online communications system



Building has a community library



Building has a Resident Volunteer "Recycling Champion"

**SAFE**

Building has a SAFE disposal for hazardous or unsafe items



Building has specialty recycling



Building has programs facilitating in-house reuse, swap, borrowing

Dear Reader:

The following pages comprise case studies from Manhattan multi-family buildings that have excelled at reducing their waste footprint. They contain a wealth of examples of practical and creative solutions gathered during on-site tours and interviews by the *Residential Recycling and Reuse Committee* of the [Manhattan SWAB](#) starting in 2018.

The case studies are filled with examples of collaborations amongst building staffs, management and residents, communication and signage, reuse and sharing ideas, best use of building spaces for DSNY mandatory recycling, organics tips, optional programs such as for electronics and textiles, and much more.

As you peruse these pages, we hope you will find ideas that you can easily apply to your own buildings in Manhattan or elsewhere.

We are happy to be a resource for you. We'd also like to know of other buildings that have stellar recycling/reuse/sharing/compost programs.

Enjoy! --Residential Recycling and Reuse Committee, MSWAB

Contact us at [residential-recycling-and-reuse-committee@googlegroups.com](mailto:residential-recycling-and-reuse-committee@googlegroups.com)



# TOWARDS ZERO WASTE

## A NOTE ABOUT ORGANICS AND COMPOSTING INFO IN THESE STUDIES

These case studies were created before COVID-19 hit and the subsequent budget crisis that shut down the city's curbside compost program; MSWAB is working with many other organizations in hopes of resuming the program in 2021. In the meantime, many neighborhood collection sites are now open. Some buildings are using Commercial Carters or Microhaulers. Click [here](#) to find out current resources.





# FREE DOWNLOADABLE RECYCLING AND REUSE GUIDES

What was learned from these buildings became the source material for another resource that you can download from the MSWAB website. The Residential Recycling and Reuse Guides take a deeper dive and provide practical strategies, tools, and inspiration to enlist resident support and create a culture of sharing, recycling and reduction of waste.

<https://www.manhattanswab.org/residential-recycling-committee/#guides-id>



**UPPER EAST SIDE**

# Case Study: 315 East 69 Street



Image by James Guller Network

**315 RECYCLES**

315 E 69th St  
13 stories  
128 units  
Co-op  
Managed by First Service Residential



**SAFE**







Custom branding helps to underscore a culture of recycling at 315 East 69 Street

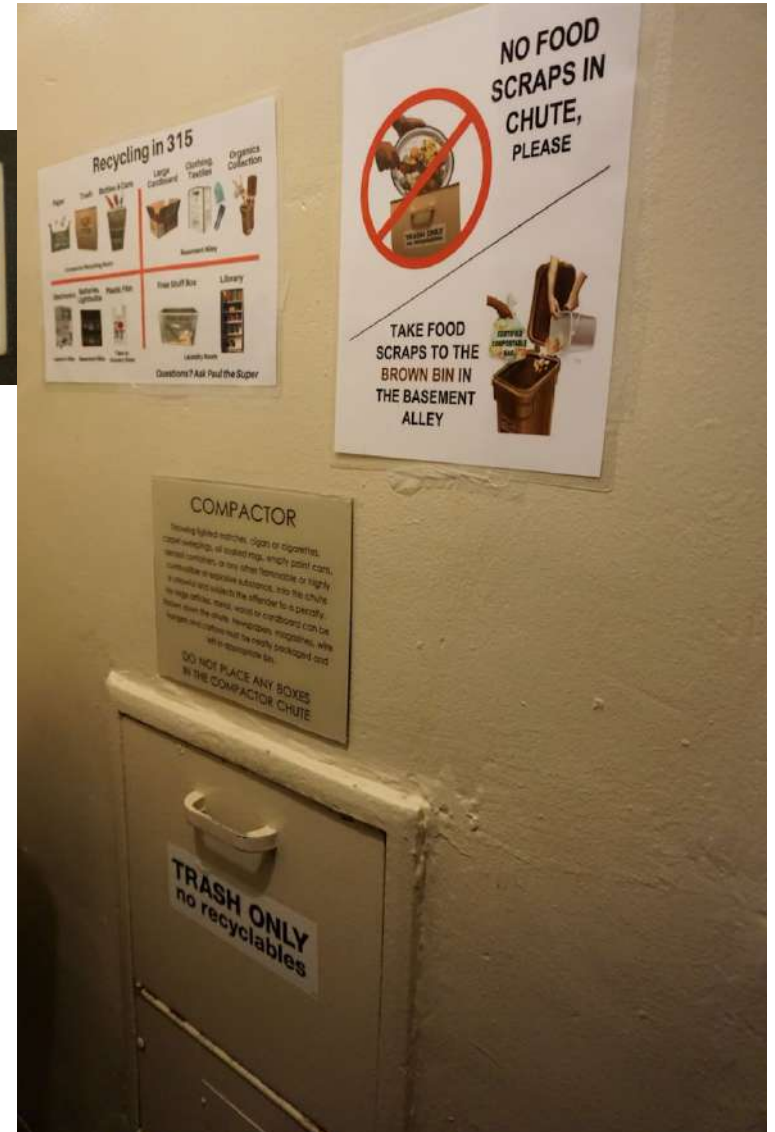
# Mandatory Recycling - Compactor and Recycling Room



Sign on the door of the Compactor and Recycling Room includes Braille translation.

Original 'chute room' on resident floors has been retrofitted to accommodate "blue" and "green" recycling bins.

Pictures as of October 19, 2018



# Custom Sign in the Compactor & Recycling Room



Custom signage created by resident volunteer reminds residents to (voluntarily) bring organics to basement collection bin.



# Building-wide Wayfinder Map



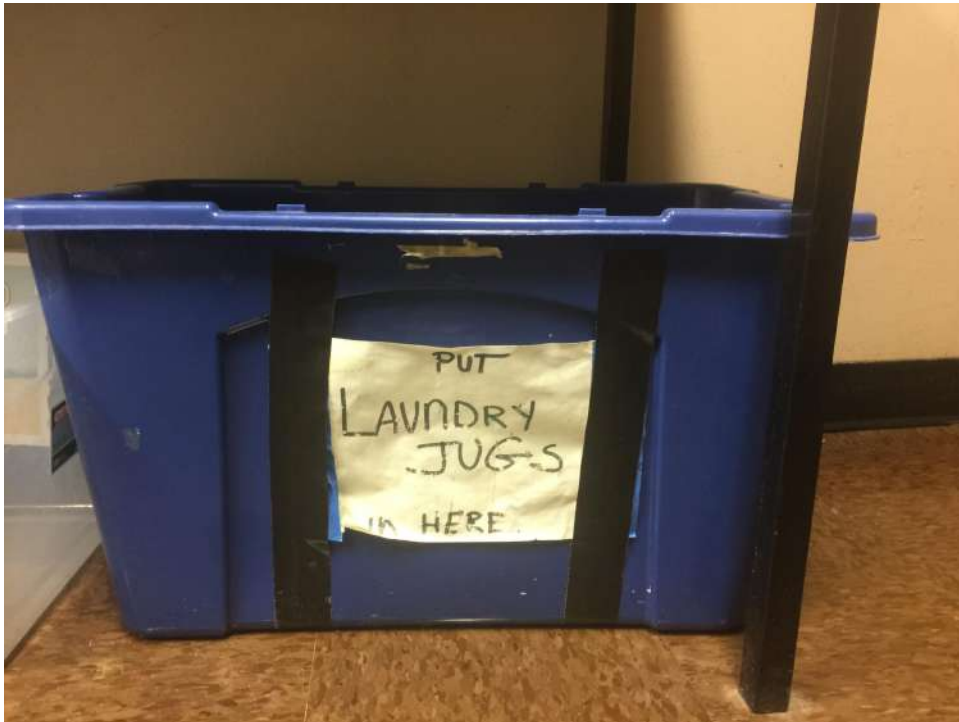
# Recycling Information Bulletin Board

Located in the laundry room.  
Includes a mix of DSNY Decals and custom signage.



# Mandatory Recycling - Specific Recycling Collection Sites

*A specific recycling bin for empty laundry detergent jugs in the laundry room*



*Receptacle located in the mail room makes "junk mail" easy to collect for recycling*





# DSNY Voluntary Recycling Programs



*RefashionNYC bin in basement alley*



*e-cycleNYC cage in garage*

# DSNY Organics Collection Set-up



Organics Collection Area in basement alley at 315 East 69 Street. LEFT: Two DSNY 23-gallon collection bins with instructions including: What items to deposit, a request to include newspaper with one's deposit to help absorb moisture, and a request not to use plastic bags. A trash receptacle located next to the bins (for plastic bags and other staff.)

# Organics Collection Kick-off



January 2018 Lobby ‘Drop In ‘Event organized by resident volunteer. Residents were given a free organics collection caddy, a roll of 25 compostable bags, literature provided by DSNY, and a bag of compost provided by EarthMatter, a NYC Compost Project site, to demonstrate end-results. A PowerPoint presentation explaining the organics collection process was circulated electronically to all residents and currently resides on the Building’s “BuildingLink” server. It included the locations of neighborhood stores that sell compostable bags.



Demonstrating proper use of the DSNY bins at the Lobby “Drop In” Launch Event.





# Organics letter to Residents and other educational guidance

## Examples of info guides for residents:

Recycling outreach PowerPoint resides on *BuildingLink* and is distributed to all residents.

315 Recycles (Resident Guide) Presentation:  
<http://ow.ly/o5eW30IPr54>

“We Collect Food Scraps and Other Organics”  
Presentation: <http://ow.ly/oQBd30IPrbW>

Letter to 315 E. 69  
Street Residents  
announcing  
organics collection,  
January 2018.

Click below to view  
and download:

[Organics letter PDF](#)

January 10, 2018

Dear Residents of 315,

This is to let you know that our building is now officially participating in the NYC Department of Sanitation's food scraps collection program.

This program allows us to separate food scraps and plant cuttings from regular trash, and in doing so, we will cut down on infestation, save labor cost and time, and allow for a cleaner building for all of our residents and helping the environment, too.



#### HOW DOES IT WORK?

Specially designed (air tight and rodent proof) rolling carts are now available in the alley in the basement.

To get us all started in making this a habit, specially designed countertop caddies will be available for your use, along with compostable liner bags. When full, simply drop the compostable bags into the bins.

#### SPECIAL LOBBY EVENT, JANUARY 13, FROM 10 – 3 PM

Please drop by the lobby next Saturday, Jan 13 to pick up your caddy, bags, and to learn more. If you miss the event, contact Jacquie Ottman ([jottman@greenmarketing.com](mailto:jottman@greenmarketing.com)) who will arrange to get you the materials, and give you more details in person.

And of course, have any questions, see Paul Oveiheira, our superintendent, at any time.

Sincerely,  
The Board of Directors

# Recycling Education & Outreach

*Recycling Bulletin Board located in Laundry Room maintained by resident volunteer.*



Earth Day Tabling Event led by  
Jacquie Ottman, Resident Volunteer,



# Enforcement

*Recycling Alert (created by Voluntary Resident Volunteer Recycling Champion) for use by Superintendent in correcting recycling errors.*

*8.5" x 11" document (modelled after a pink "while you were out pad"), allows superintendent to easily fill in and leave under doors.*

To: _____	Apartment #: _____
Date: _____	Time: _____

## 315 EAST 69 RECYCLING ALERT

### ***Looks like you forgot to:***

divert recyclables (like glass, aluminum, small paper cartons, etc.) from the regular trash	remove recyclables from bags before placing them into the blue or green bins
properly sort recyclables into designated blue or green bins	bring down medium to large cartons to the basement alley
Other: _____	_____

### **Remember: We have special bins to collect clothing, electronics, cooking oil, batteries and lightbulbs, including:**

re-fashionNYC bin for gently used clothing	e-cycleNYC bin for cellphones and other small electronic devices
--	--

Please see superintendent Paul Ovelheira to learn more.

### ***Please keep in mind:***

- Residents are encouraged to bring plastic bags and other film waste to supermarkets and large drug chains
- Our neighborhood's nearest location for food scraps/organics drop off is at the Lenox Hill Senior Center (71<sup>st</sup> Street and First Avenue) Tuesdays 3:30-6:30p.m.

Thank you very much for your cooperation. Proper recycling and waste management helps keep our building clean, rodent-free, and our staff safe and productive.



# Specialty Recycling and Reuse

*'Free Stuff' box for residents located in laundry room*



*Community Library where residents can take and drop off books, located in laundry room.*



*Basement recycling bins for clothes, batteries, bulbs, doorknobs, paint, and household grease. Superintendent arranges for drop-off of batteries and CFL bulbs at local Home Depot, Best Buy, etc.*





# Statement from Volunteer Recycling Champion

Hello, this is Jacquie Ottman. Our staff is very diligent about recycling, but they only have so much time. I helped to spearhead the Organics collection and the in-house reuse programs.

It helped that I am a member of our Coop Board. In 'pitching' the Organics Collection program I underscored the fact that food waste can easily break and leak from our black trash bags, and this can cause rodents.

We got  $\frac{1}{3}$  of the residents coming down to the Kick-off event that I held on a Saturday afternoon, to distribute free organics pails and talk about the program. As a follow-up, our superintendent gives pails to all new residents, and we underscore our interest in the program at new shareholders interviews and the annual meeting. Our residents take pride in keeping the building clean, and many of them appreciate the programs and are happy to cooperate.



# Case Study: The Mayfair, 301 East 69th Street

19 stories,  
185 units  
Co-Op  
Managed by:  
Ivan Cotte, Superintendent



*Photos: AIA Design Guidelines*

# Refuse Room - Mandatory Recycling



Recycling collection bins with custom (blue/green color coded) wall signage for mixed recyclables, newspapers and mixed paper.



DSNY "Trash Decals" at 301 East 69 Compactor Rooms



# Voluntary Recycling



Re-FashionNYC bins, and NYCares Coat Drive.



# 333 East 69th St. Case Study



**SAFE**



# Reuse



Community library



## Community Shredder

# Cat Litter disposal

**SAFE**



Residents at 333 East 69th are requested to bring cat litter to a special receptacle in the basement.  
(Cat litter harms the compactor.)



**MIDTOWN WEST**

# Case Study: April 11, 2019

## Manhattan Plaza 400 West 43<sup>rd</sup> Street



# Manhattan Plaza

- Between 9<sup>th</sup> and 10<sup>th</sup> Avenues
- Owner: Related Companies
- 46 stories-two buildings connected by outdoor plaza
- 1,688 units
- Built 1976
- Amenities: Playground, tennis courts, gym, pool, garage, theatre
- Federally-subsidized Mitchell Lama housing:
  - 70% occupied by performing artists
  - 30% community elderly and low-income residents



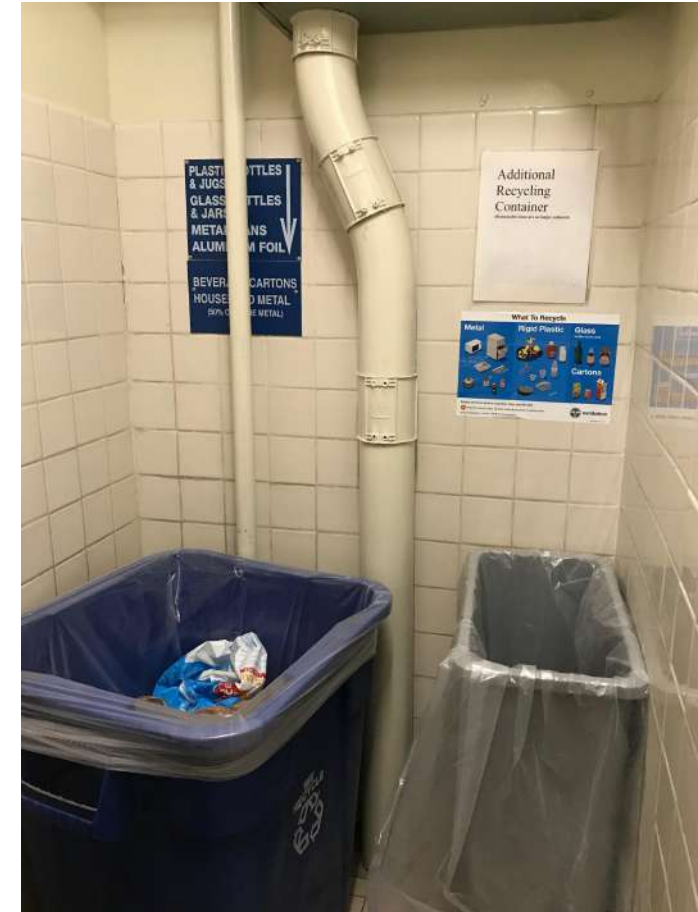
# Recycling Bins and reuse message boards

Located in lobby and on every floor



# Mandatory Recycling

Dedicated recycling room on each floor with DSNY-supplied recycling signage





# DSNY Organics Program-outdoor bins





# Recycling bins on all outdoor Plazas

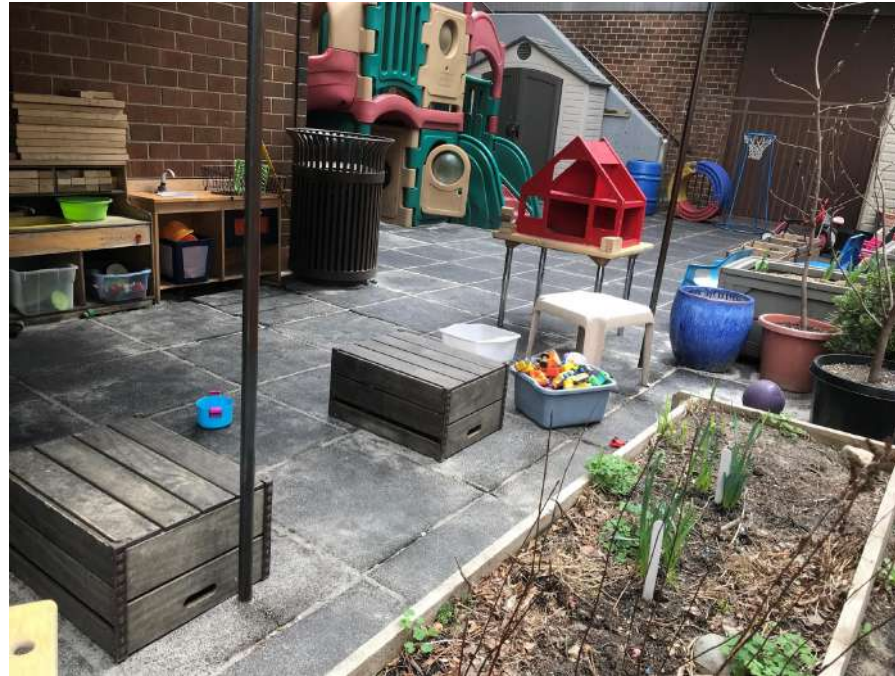


# Ecycle bin and large compactor room



# Practical use of Organics Program

Attached school uses building compost to plant and teach





# Education and Outreach

## Monthly Building newsletter and recycling initiatives

the MPTA news

Next Meeting:  
Mon., March 12

The Newsletter of the Manhattan Plaza Tenants Association

No. 2

www.mptenants.com

February 2018

### News & Updates

**PACKAGE ROOM:** OUR CURRENT ANTIQUATED system of package notification is on the way out and is likely to be replaced by email or text messaging and a monitor in the lobby.

**THE NEXT BOOK EXCHANGE:** Sunday, April 29, 1:30 to 4 pm, in the Ellington Room.

**E-WASTE COLLECTION EVENT ON OUR BLOCK:** SATURDAY, JUNE 2, 10 AM to 4 PM.

**THIRD THURSDAYS FAMILY FRIENDLY MOVIE SCREENINGS:** The next screening is set for March 15th, film TBA.

**MPTA MEET AND GREET IN THE LOBBIES:** Look for us soon when we set up our table in the lobbies. We'll be there to answer your questions and hear your ideas. And our popular 40th anniversary t-shirt will be on sale too!

### MP Performing Artist Deductions and the New Tax Law:

Mary Lou Westerfield, Chair of the MP Policy Committee, spoke about coming changes to the building's handling of performing-artist/support personnel deductions for rent recertification. The takeaway is that performing artists may prepare their 2017 tax returns, including how they take their deductions, as in past years. Nothing will change in the way you submit your expenses to MP for 2017. Your tax return may still serve as backup for most categories. **However, this time next year, in 2019, as you prepare your 2018 taxes, the system for recertification will change due to new tax laws. We are being advised to save expense receipts and contracts starting now for submission to MP next year (2019).** MP management plans to hold workshops on this change in deductions. You can contact the Policy Committee with questions at [MPdeductions@related.com](mailto:MPdeductions@related.com).

### From the MPTA President:

In early February, we all received a letter at our doorsteps confirming that HUD has extended its project-based Section 8 contract with Manhattan Plaza/the Related company through August 2044 for the 1,520 apartments covered by Section 8. The letter also states that apartments under the Mitchell Lama program have received an extension to 2024.

What does this mean? On the most basic level, it means the current or future owners cannot get out of the Section 8 program for 26 years and our rent will continue to be based on 30 percent of our income. However, the federal government can and always could stop Section 8 subsidies or eliminate HUD altogether. This couldn't happen overnight, however, and the reality is that it is easier to eliminate Section 8 vouchers through underfunding than it is to stop funding for project-based Section 8 complexes such as Manhattan Plaza.

Regarding the Mitchell Lama program, the letter from the building slightly misstates the case. The owners are still in the midst of committing to remain in the Mitchell Lama program for an additional 6 years. Marisa Redanty, 1<sup>st</sup> Vice Chair of the MP Policy Committee and Democratic District Leader, has stated she will advocate for an additional 15-year commitment to the Mitchell Lama program. As soon as the process has been completed and secured, the MPTA will let you know.

While there are some uncertainties, all in all, this is very good news in securing the affordability of Manhattan Plaza. That gives us even more reason to support our local and federal elected officials who are fighting on our behalf (look for their local phone numbers on p. 2).

Finally, the February letter noted that the Rodney Kirk Center would be increasing its staffing and including a volunteer coordinator. This is one immediate result of MPTA's and Policy Committee's recent discussions with building management. The MPTA has been concerned with the limited scope of the center's services and is seeking a revisiting of the center's mission statement.

Looking forward to seeing all of you at our next meeting on **Monday, March 12, 2018**. You can contact us any time at [mpta@mptenants.com](mailto:mpta@mptenants.com) or drop a note in the MPTA box in your lobby. —Alea Lafargue, MPTA President

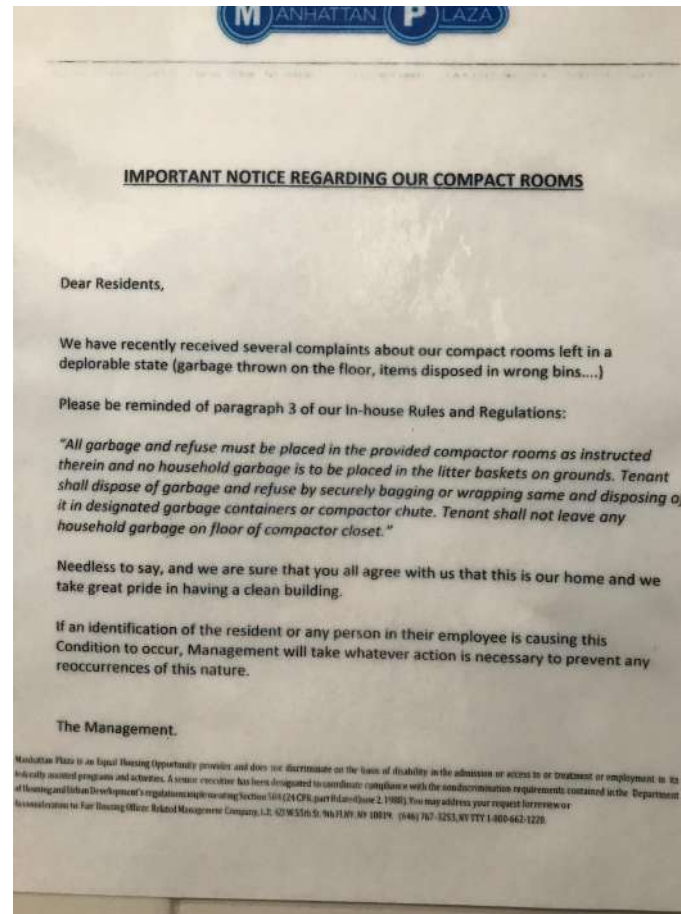
**Visit from City Council Speaker Corey Johnson's Office:** Speaker Johnson was not able to appear in person at our last meeting, as originally scheduled, but we did hear from Carl Wilson, Johnson's CB4 liaison. Wilson responded to questions on the Port Authority building, congestion pricing (Johnson supports it), and looking into rent stabilization to assist neighborhood businesses.

**Manhattan Plaza Tenants** have responded generously to the MPTA's 2018 fundraising drive. We thank you for supporting the MPTA's work. Tenants can contribute at any time. Suggested contribution: \$10 per tenant (\$5 for seniors).

- Building Recycling Champion
- Environmental Committee
- E-waste events
- Meetings/drop-ins
- Book Exchange
- Reusable bag pledge
- Recycling tips
- Earth Day table:
  - Recycling
  - Composting
  - Solar Energy
  - Climate Change
  - Gardening



# Reminders/warnings about proper recycling



# Case Study: The Helena



601 W 57th St  
38 Stories, 597 Units  
Rental - Durst Organization



**LEED NC Gold  
Certification Plaque in  
lobby signifies pride in  
energy efficiency**





# Mandatory Recycling: Helena Service Room



A Service Room is located on each floor containing separate bins for paper and cardboard, mixed recyclables, organics, and a chute for trash. Bins are clearly marked on the walls behind each bin with customized signs indicating what items DO and DO NOT belong in the bins.

Residents are instructed to leave cardboard boxes in this room.



# Customized Signs in the Service Room



Customized signs in the Service Room at the Helena notify residents of what to put in and what NOT to put in mandatory recycling bins.

# Organics Collection at The Helena



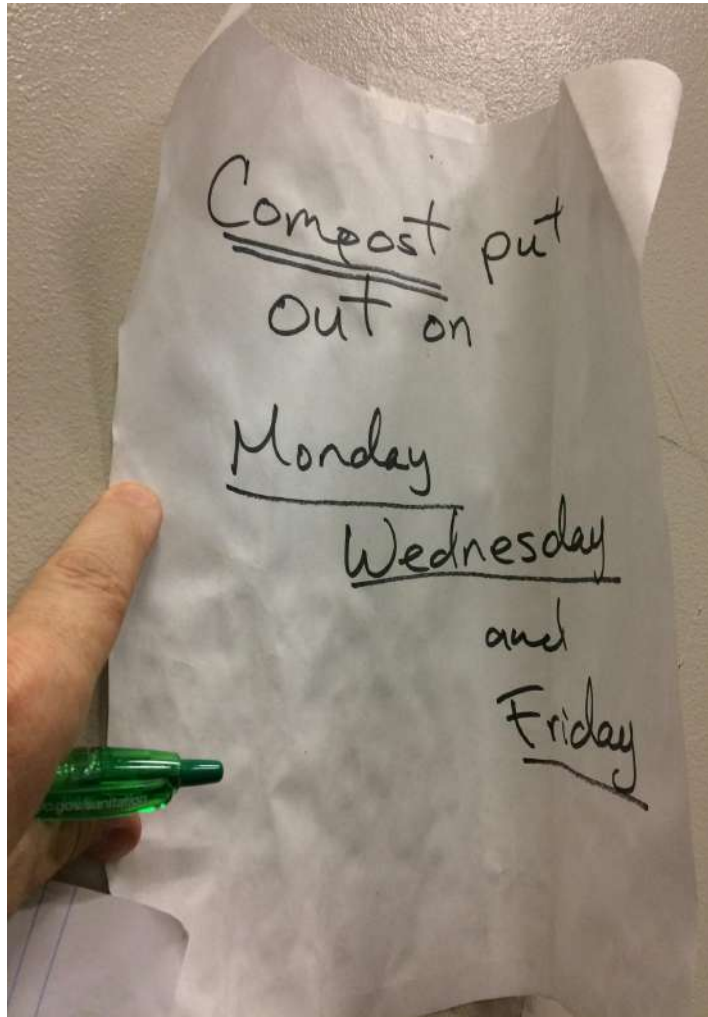
The Helena piloted DSNY Organics Collection starting in 2010. Countertop organics collections bins are provided free of charge to each unit. “Helena” branding helps to underscore culture of recycling in the building.



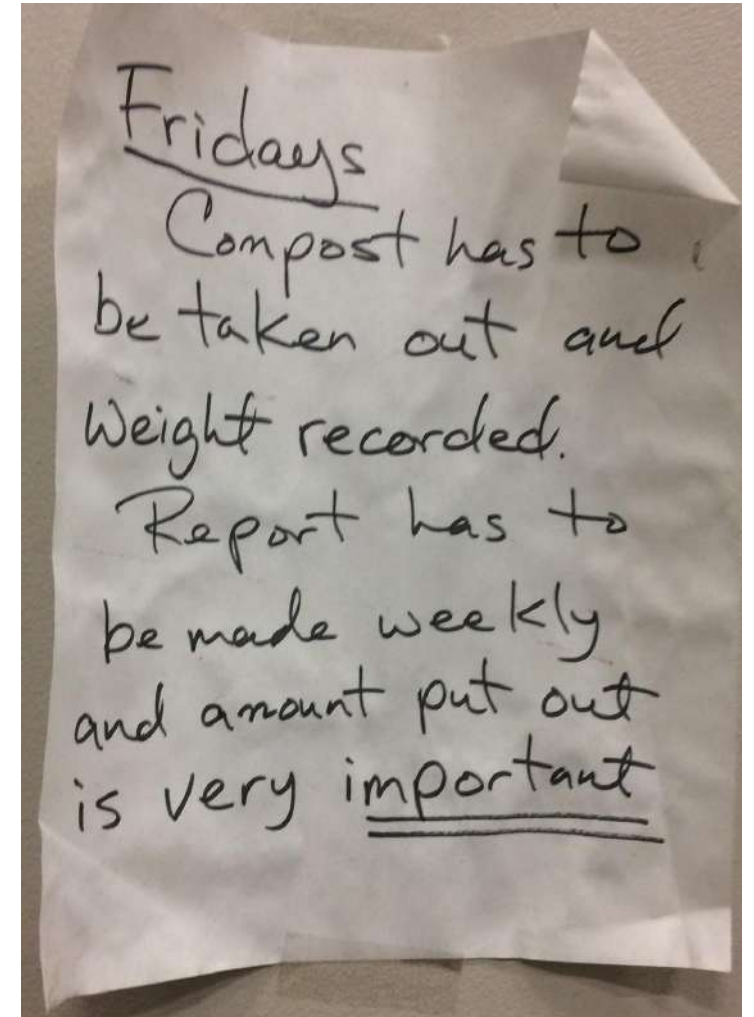
Larger organics collection bin in the service room.



# Organics Metrics at The Helena



Organic waste is collected M/W/F and weights are tallied on a weekly basis in a special log.



# Voluntary Recycling at The Helena



e-cycleNYC (DSNY) and Wearable Collections (for profit service) bins conveniently located in a hallway off the lobby. Valet service (for dry cleaning) collects metal hangers.



# Education and Outreach at the Helena



BuildingLink is used to inform residents with tips on how to save energy and reduce waste.



Elevator screen has tips for recycling and sustainable living.



# Education and Outreach at the Helena



Educating residents about “What Happens to Food Waste” on the wall in the Service Room at The Helena.



# Rooftop Facilities at the Helena



Rooftop with shared BBQ facilities.



Beehives are maintained on the roof. Honey is given to residents at an annual Earth Day event.



# Helena Building-wide Green Initiatives

- Wastewater reuse (stormwater and make-up water)
- Dimmer lighting in hallways
- Energy bought from green company
- EcoSoft bathroom tissue
- Natural/Green cleaning supplies





# Helena Building-wide Green Initiatives

Underscoring environmental advancements through special informational signage at The Helena.



# Helena - Reuse

Facilitating holiday toy donation  
at The Helena 2017



# Case Study: 529 West 29th Street



139 100% low-income rental units.  
Opened in 2014  
Managed by Related Companies



NYC Mayor's Office of Environmental Remediation - This site was previously a brownfield.





# Mandatory Recycling - Refuse Room



Clearly labeled room



Bin for both green and blue items with DSNY decals placed above each bin.



Trash chute features custom sign instructing residents against putting glass bottles down the chute.

# Mandatory Recycling - Specific Waste Generation Sites



A scrap paper bin (pink box located in the back) for either reuse or recycling in the computer room.



Mailroom recycling bin

# Voluntary Recycling



E-cycleNYC cage provides a secure receptable for residents in participating buildings to collect their electronics for recycling through the private/public partnership between DSNY and Electronics International.



**UPPER WEST SIDE**

# Case Study: Schwab House



11 Riverside Drive, Manhattan  
17 stories, 660 units  
Co-op, self-managed

*Photos: AIA Design Guidelines*



**SAFE**



# Mandatory Recycling

Dedicated recycling room on each floor with DSNY-supplied recycling signage





# Speciality Recycling



Basement storage for: Brita filters, Eyeglasses, Batteries, Plastic Bags, Wine corks, Bulbs, small electronics/cell phones/ink cartridges

# Reuse

Library for sharing books organized and maintained by tenants

e-cycle Electronics bins



Wearable Collections



# Additional Periodic Reuse Campaigns



Pill Bottle  
Collection



Winter Coat Collection



Yarn Collection



# DSNY Organics Set-Up



DSNY Organics Collection bins located in building basement

# Recycling Champion

Rick Schulman, Resident Organics and Recycling  
Volunteer and Environmental Committee Chair



# Education and Outreach

Monthly Environmental  
Committee Meetings and  
Newsletter Column

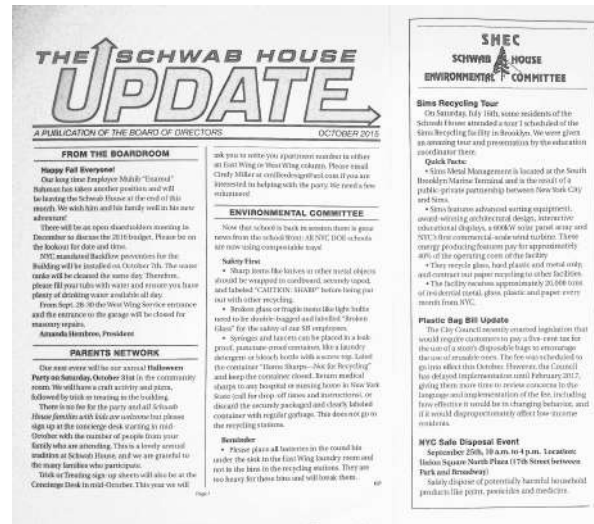
Guest “Green” Lecturers

Planned Group  
Environmental Trips

Earth Day Table



Information and  
Giveaways In  
Building Lobby.



Meetings In Building  
Conference Room.  
Newsletters Distributed  
Via BuildingLink.



Presentations in Building  
Community Room.



Offsite Educational Tours  
for Building Residents  
organized by building  
Recycling Champion.



# Schwab House Building-wide Green Initiatives

- DSNY recycling bins on each floor
- Recycling collection stations
- DSNY Organics program
- Low Flow Toilets
- Cogeneration of building heating
- LED lighting in common spaces
- Motion sensor lighting in small trash rooms
- High Energy Efficient Washing Machines
- Switched from Heating Oil to Natural Gas
- Building-wide Zoned Heating System
- Climate insulated windows
- Community Supported Agriculture (CSA) Program
- BuildingLink Marketplace Bulletin Board use among residents
- Recycling rules/responsibilities page included in Coop Board Package
- Lending library
- ZipCars available in building-owned garage
- Monthly Environmental committee meetings and Newsletter column
- Large bicycle storage room

# Case Study: Astor Court, 205 West 89th St.



150 Co-op Unit building, built in 1916, 12 Stories  
Kieran O'Connor: Resident Manager from Douglas Elliman



**SAFE**

**NYC**  
Organics Collection



# Voluntary Recycling at Astor Court

## Organics Collection

- Program began in 2014.
- Introduced via BBQ held in building courtyard. 47 residents attended. DSNY rep presented.
- Residents are given bins with compostable bags when they sign up for the program
- Started with 50 apartments participating-now have 100

## E-cycle

- Program has been widely adopted by residents and used frequently

## Re-fashionNYC

- Great participation in the building and is collected 5 or 6 times a year





# Organics Collection at Astor Court



DSNY-supplied Organics  
Collection Staff Guide



"Astor Court" rolling organics carts

# Education & Outreach at Astor Court

- BuildingLink is used to get information out about the recycling and reuse programs in the building
- Management shares DSNY updates on lbs. recycled so residents see impact they are having.
- “Friendly” email reminders are sent periodically to remind residents about how to correctly recycle.
- New tenants are issued Welcome Packets upon move-in so they understand recycling/reuse culture of the building.

# SAFE Recycling at ASTOR COURT

The building informs residents about the once a year DSNY SAFE Disposal Events which collects paint, syringes, bulk waste, and other unusual or hazardous waste

## SAFE Disposal Events

**S**OLVENTS | **A**UTOMOTIVE | **F**LAMMABLE | **E**LECTRONICS

Collects batteries, lightbulbs in the basement



Astor Court Batteries,  
Lightbulb Collection



# Reuse at Astor Court

- Residents use BuildingLink to notify others about items they are giving away or for sale.
- Library of children's and adults books is located in basement.
- Informs residents through BuildingLink about organizations that accept items for reuse such as Build-it Green and Recycle-a-Bicycle.



Astor Court Library

# Case Study: The DeSoto

## 215 West 91st Street



215 W 91st St  
89 units  
13 story pre-war Co-op  
Managed by Douglas Elliman  
Judd, superintendent

# Mandatory Recycling - Refuse Rooms

Clearly labeled bins located on multiple floors with DSNY decals and additional signs on wall above bins.





# Voluntary Recycling

*Wearable Collections bin  
in basement alley*



*e-cycleNYC cage in  
basement alley*



*Extra bins for  
batteries and CFLs*

# Organics Collection

- Lobby drop-in event to launch the start of DSNY organics collection
- Purchased on counter organics collection pails for all 89 units
- Attracted 71 out of 89 units upon launch, even though there is no obligation to participate



# Organics Collection

## Organics Collection Instructions

### **COMPOSTING RULES:**

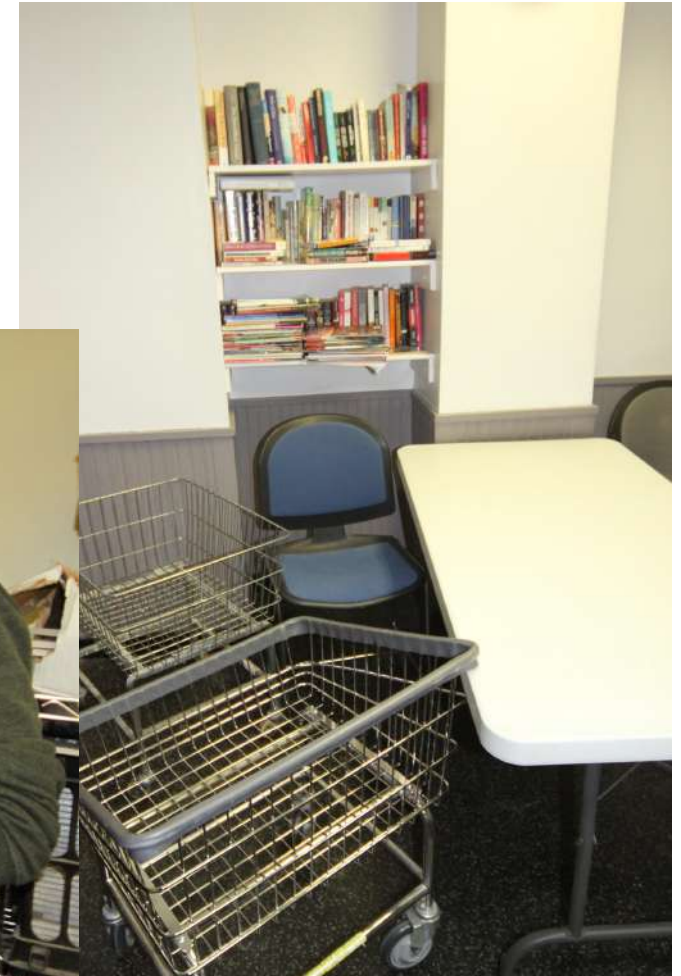
- **PLEASE DO NOT PUT ANY PLASTIC BAGS OR NON-COMPOSTIBLE ITEMS IN THE BINS.** THIS INCLUDES OTHER COMPOSTIBLE BAGS.
- **PLEASE TAKE CARE NOT TO SPILL COMPOST ON FLOOR.** IF YOU DO, PLEASE CLEAN-UP, OR NOTIFY A STAFF MEMBER.
- **PLEASE FILL THE FIRST AVAILABLE BIN UNTIL IT IS  $\frac{3}{4}$  FULL.** IF YOU FIND THE BIN TOO FULL, PLEASE NOTIFY A STAFF MEMBER TO CHANGE OUT BINS.
- **DO NOT FILL THE 2<sup>ND</sup> BIN UNTIL THE FIRST BIN IS  $\frac{3}{4}$  FULL.**
- **PLEASE DO NOT OVERFILL BINS-IF THERE IS NO COMPOSTING BIN AVAILABLE, PLEASE LET A STAFF MEMBER KNOW, AND THROW YOUR COMPOST INTO THE REGULAR GARBAGE BIN. THANK YOU FOR COMPOSTING!**



# Reuse

- Furniture exchange and donation area located in basement alley
- Google Group for inter-building sharing and exchange
- Building superintendent actively looks for ways to collect and repurpose materials that would otherwise go to landfill and keeps a binder with contact information for organizations accepting donations

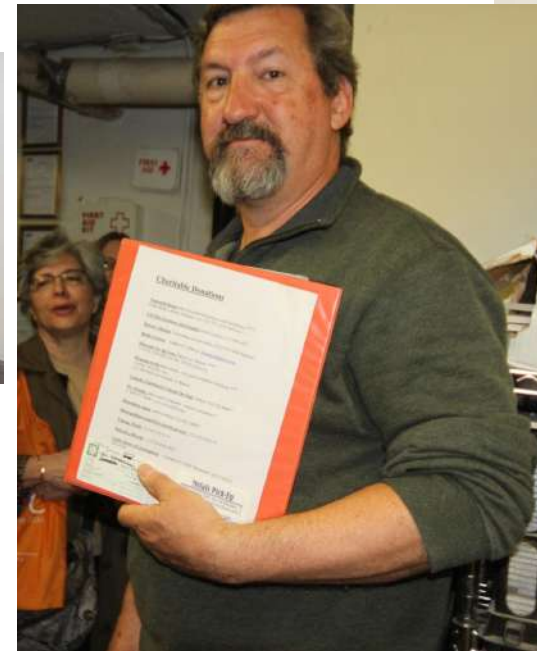
*Community Library where residents can take and drop off books to swap, and posted information on items for reuse- located in laundry room*



*Original crystal doorknobs and mortises are no longer manufactured. Staff collect and rebuild to reduce waste and maintain original look of building.*



*Superintendent Judd with his donation binder*



# Green Initiatives

- Paint recycling
- Roof herb garden
- Plantings on roof
- “Did you know ...” Newsletter



**HARLEM**  
**and**  
**MANHATTAN VALLEY**



# Case Study: Strivers Gardens



300 West 135th Street, Manhattan  
12 stories, 170 units  
Condominium  
New Bedford Management (Marcia James)  
Not in Local 32BJ



Martin Robertson,  
Building Manager



# Refuse Room - Mandatory Recycling



Each floor has a Refuse Room with a trash chute along with two bins for recycling (one for blue and another for green).

# Custom Signage in the Refuse Room



Custom signage in the Refuse Room aims to establish a 'friendly' tone in keeping with building a culture of recycling throughout the building.



# Mailroom Recycling



Blue recycling bin for junk mail located across from the mail room.

In the lobby, next to the mailroom, is the table where residents can put free stuff to give to other residents. This is also where they have their mini library for the building.

# Voluntary Recycling



re-fashionNYC program bin is located in the laundry room



e-cycleNYC in the garage

# Voluntary Recycling - Organics Program



For tenants who drop off organics in the basement, signage is clear and newspapers are provided to help reduce odors. A trash bin for plastic bags used in transporting organics is also provided.



Bins are put out on the street up to twice a week.



# Voluntary Recycling - Organics Program



CONCIERGE SERVICE. For a one-time charge of \$35, residents can enroll in VIP program. Participants receive a free high-quality caddy, and can conveniently drop them off at the front desk in the morning and pick them up cleaned at the end of day, This makes the organics program easier for the residents. As of 3/18, 41% of the 170 units participated.

(Source: Martin Robertson quote to STA March 5, 2018 meeting.)

# Education & Outreach

In the lobby, next to the mailroom, is an information table on recycling, reuse, and other sustainability initiatives. The information lays out where and how to recycle various items.



# Enforcement

Martin Robertson maintains a consistent enforcement system, described as follows:

- Recycling notice sent with a photo of the offense
- Strict enforcement policy for all recycling infringements
- Escalating system of fines: \$50 per occurrence of any wrongful recycling and graduates to multiple offenses; residents may also be curbed unnecessary building services.
- Records are kept (in BuildingLink) and unpaid fines are collected at move-out
- All incoming boxes marked with a label identifying the apartment number/resident help to identify those who fail to bring empty cartons to the basement



Martin Robertson,  
Building Manager, Strivers Gardens



# Reuse



Residents can leave free stuff for others, especially books, on this table in the lobby, next to the mailroom.

# Case Study: The Rockfall, 545 West 111 St.

The Rockfall  
Built 1909  
123 Units  
Coop Conversion 1988  
Managed by Century NY



# Mandatory Recycling at 545 West 111 Street



Although 545 W. 111 Street is a pre-war elevator building, it does not have a service elevator or service staircase which is typical of this type of building. Thus recycling bins for mandatory recycling items are located on each floor in closable metal bins.

Non-recyclable garbage is collected via a garbage chute located in the hallway of each floor. This chute, which leads to a compactor in the basement, was originally tied to an incinerator that was installed in the building when it was renovated in the late 1940's.



# Voluntary Recycling



E-Cycle program, old batteries and CFLs are collected in the basement.

# Organics Collection

## Organics signage



# Reuse





# Case Study: Kurt & Leah Schneider Apartments

11 West 102nd Street



11 West 102nd Street, Manhattan

7 stories, 54 units

Low income rental for Senior Citizens

Developed and Managed by West Side Federation for Senior and Supportive Housing (WSFSSH)

Opened in 1999, Kurt and Leah Schneider Apartments (K&L) is an affordable housing development open to low income persons 62 and older. The building was named to honor local community activists who fought for the rights of low income tenants in the Manhattan Valley community.

WSFSSH is a non-profit locally based housing developer/manager that has created over 2,000 units of affordable housing focusing on seniors, including formerly homeless individuals or those with histories of mental illness.



# Organics Collection at K&L

Due to the commitment of WSFSSH to “green” issues, K&L was an early participant in DSNY’s organics collection efforts, joining the pilot program in 2014.



# Electronic Outreach-Multilingual Communication



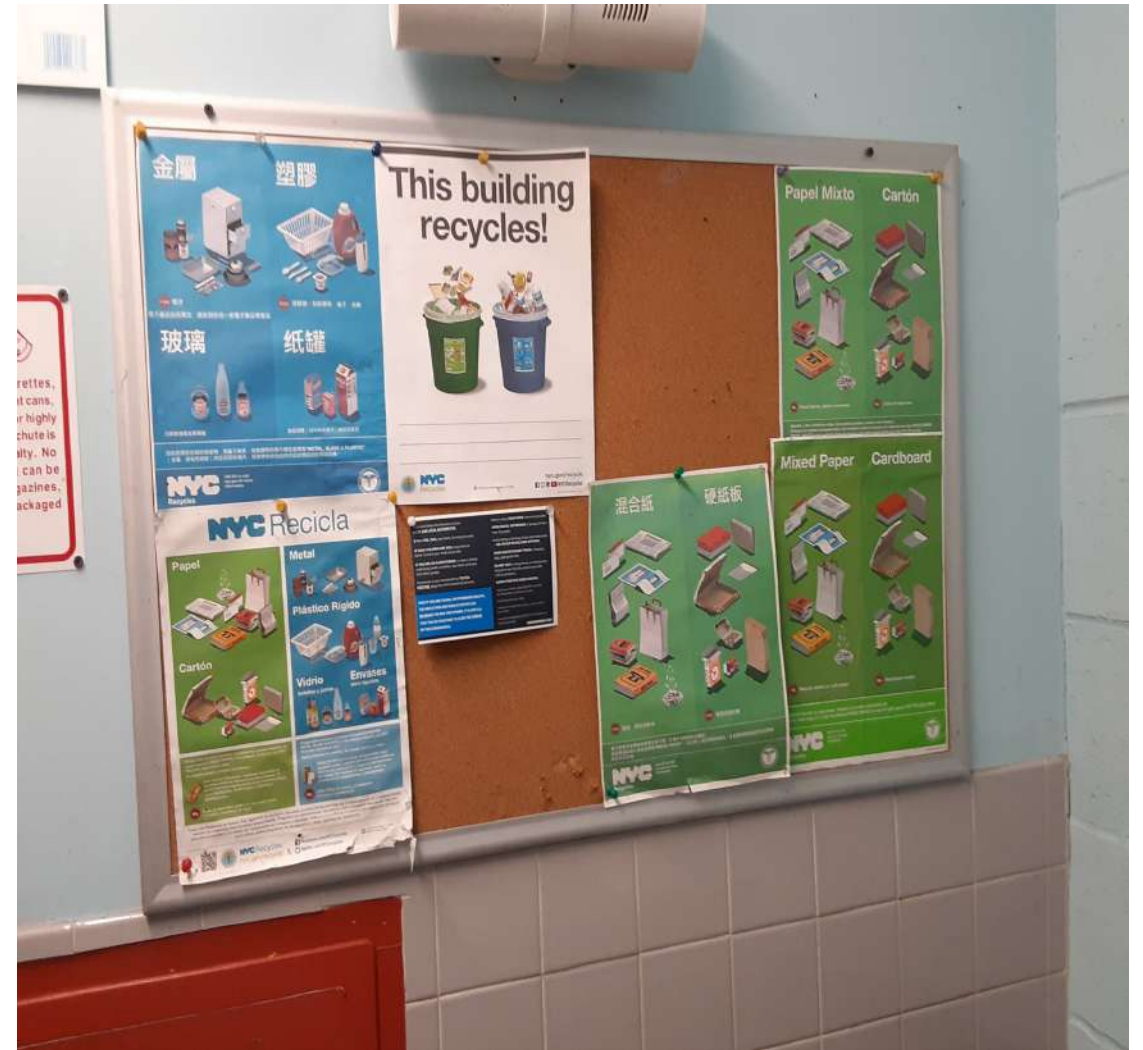
Lobby monitor provides visual reminders to residents on a variety of topics, including how to recycle. Given its multilingual tenancy, visual outreach is especially important to a successful recycling program.



# Multilingual signs in each floor's refuse rooms

To promote recycling and composting efforts K&L has:

- Sent supers and porters to DSNY trainings
- Hosted resident engagement meetings with Grow NYC staff to WSFSSH (refreshments served and prizes awarded!)



# Custom Signage



Signage in Chinese, Russian, Spanish, English and Haitian Creole reminding tenants not to place plastic bags in the organics bins!

Downloadable Materials in multiple languages available from DSNY:

<https://materials.bwpronline.org/home/149>

# More “Green” signage at the K&L

Multiple  
program  
information  
on bulletin  
boards.





# Participation in elective DSNY recycling programs



Tenants who have electronics inform the super, who places them in the electronics bin.



Textiles are collected in the laundry room

**GRAMERCY PARK/EAST VILLAGE**

# Stuyvesant Town Case Study (Stuy Town)



January 2018  
Rei Moya, Sustainability/ Environmental Manager  
East 14 - 20th Streets  
Rental  
11,000 units in 21 bldgs (Stuytown and Peter  
Cooper)  
96 units per bldg

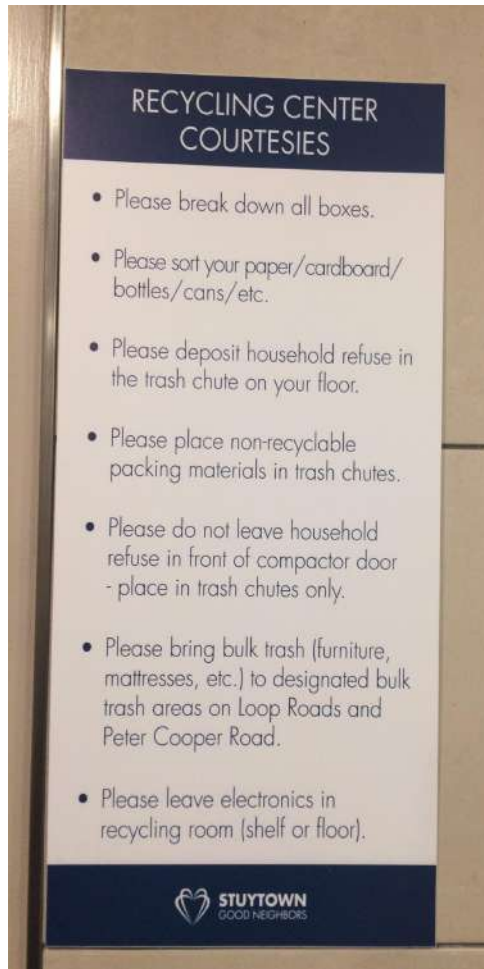


# Mandatory Recycling at Stuy Town



**RECYCLING COLLECTION SET UP IN BASEMENT OF INDIVIDUAL BUILDINGS (separate from compactor rooms on individual floors)**

# Custom Signage at StuyTown



Signage refers to recycling rules as “Courtesies”



Signage lists what “NOT” to include in recycling alongside what does belong.

**RECYCLING COLLECTION SET UP IN BASEMENT OF INDIVIDUAL BUILDINGS - SIGNAGE**

# Junk Mail Collection at Stuy Town



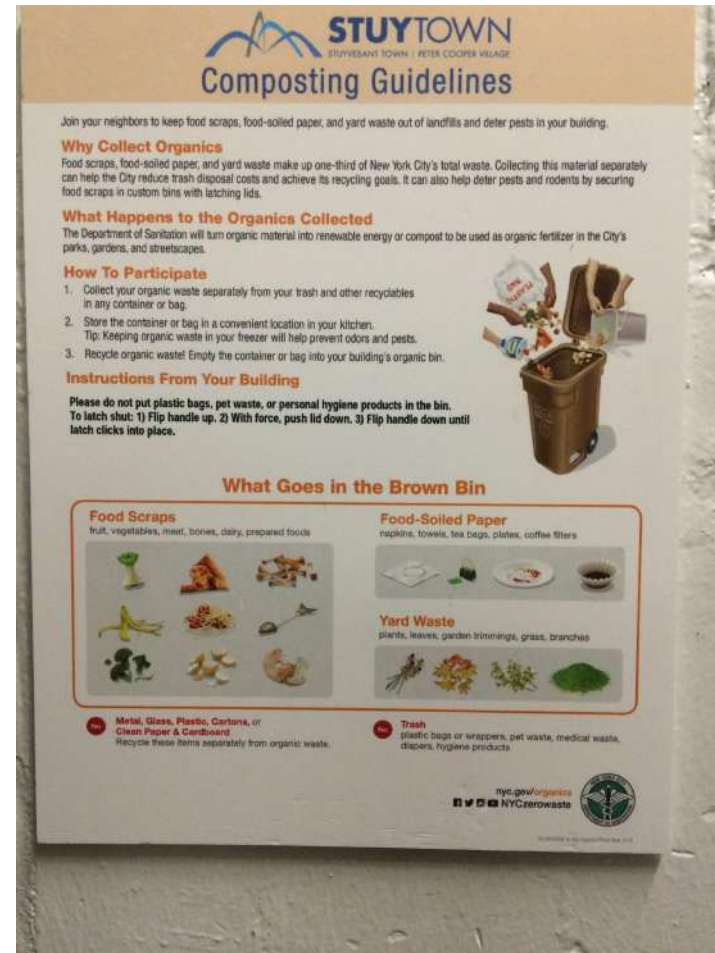
Receptacle for junk mail in Stuy  
Town mailroom



# Organics Collection at Stuy Town



Customized Stuy Town decal



COMPOSTING COLLECTION CO-LOCATED WITH RECYCLING IN BASEMENT OF INDIVIDUAL BUILDINGS

# Organics Outreach at Stuy Town

10% participation rate in organics; biggest problem: plastic bags in with the food scraps (a common issue, and no longer an issue with the City).

Free countertop bin provided with roll of bags at initial launch -- providing bin made a big difference!

Added magnets to the 23 gal collection bins because handle too hard to work.

Organics Research....impact of convenience, providing caddies and bags, Eunomia, June 2018

[http://www.eunomia.co.uk/case\\_study/informing-organic-waste-collections/](http://www.eunomia.co.uk/case_study/informing-organic-waste-collections/)



Composting at StuyTown: What to Know

254 views

LIKE DISLIKE SHARE

<https://www.youtube.com/watch?v=P51Ot64at9w>

Rei Moya, Resident Manager at the time of its inception, announcing the Stuy Town Organics Collection program via YouTube.

# Other Initiatives at Stuy Town

- Email sent to residents who send glass down the chutes
- Lease rider and handouts at move-in
- No E-cycle
- Clothing drop off with Goodwill
- Property-wide White Elephant Sale a big hit; likely to be repeated!



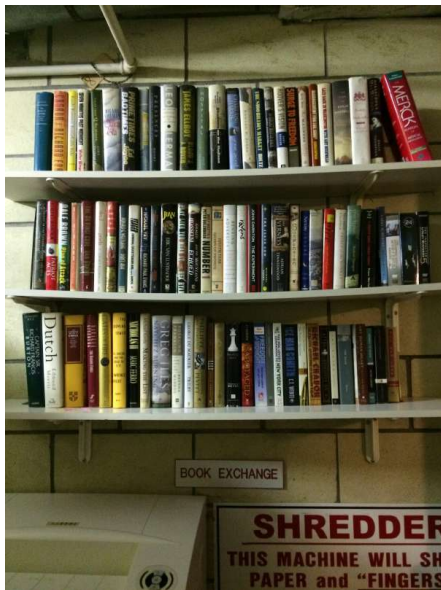
**Bulk Item Disposal Sign on the property**



# **BUILDING LIBRARIES**

# Examples of In-Building Libraries

Many buildings we visited have book exchanges or in one case, a larger lending library and reading area.



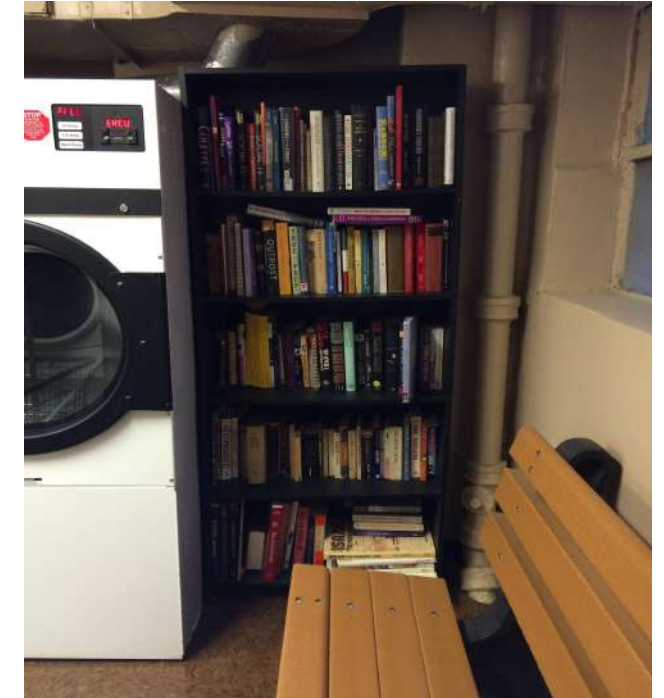
333 east 69 Street



West 57 Street



Upper West Side Rental



315 East 69 Street



Schwab House 11 Riverside Drive

# THANK YOU

We hope that these examples of buildings working hard to reduce their waste footprint has been inspirational and informational to you, and that you can use some of what has been shared here in your own building to create, improve or enhance your own recycling program. Please pass along anything of value that you have learned.

If you know of buildings that excel at recycling/reuse/sharing/compost programs, we would love to contact them and perhaps feature them in this document in the future. Please contact us at [residential-recycling-and-reuse-committee@googlegroups.com](mailto:residential-recycling-and-reuse-committee@googlegroups.com)

For further resources on waste reduction and the environment, visit the *Residential Recycling and Reuse Committee* of the [Manhattan SWAB](#).  
We are happy to be a resource for you.