

TEA's Zero Waste High-Rise Project - SAMPLE Action Plan

Friday, December 4, 2020

Building Name (if applicable)	TEA office	
Building Address	30 Duncan Street	M5V 2C3
Contact:	Emily	Alfred

What's your role in the building? (check all that apply)

Resident

Green Team leader

What gaps, or opportunities to improve waste, did you identify in your building? List them here.

- Garbage is collected in chutes, recycling and organics is outside in parking lot
- Outdoor recycling is often overflowing, leaves mess on the ground
- Chute rooms and bins have signs, but could use more images, clearer labels + instructions on where to take other waste
- Need to add recycling, organics in many common areas: recycling in parking garage, library, laundry room, and add green bin at entrances (for dog waste);
- Need more labels on bins in common areas and posters
- Need more special waste collection in our building - currently batteries and bulbs and some hazardous things collected near the elevator in the parking garage, but there are no signs and it's confusing.
- We had an eco-committee made up of residents in the past to talk about outdoor green space, low flow toilets, but it hasn't been active on waste
- The property manager uses email newsletters that seem to reach many;
- PM posts posters in lobby and elevator; resident and community message board in mail area is used by residents.
- Someone started a building facebook group a few years ago but it isn't very active except for major notices

Based on your list above, and your desired timeframe, which one of the gaps and opportunities do you want to develop a plan for now?

Improve building posters and signs in all areas

1. Current situation - Describe the gap or opportunity that you want to address in this plan.

- Waste chute rooms don't have any notices about recycling or organics, just about garbage
 - Recycling bins have a label, but not big stickers with reminders about contamination
 - Organics bins have just one sign, but not a lot of information
 - Special waste is collected in the parking garage but there's no signs so it looks like a mess, many residents probably don't know what it is
 - Bins in common rooms have no signs at all - just a black bin and sometimes a recycling box, but no sign or reminders
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2. Future situation - Imagine this issue is improved - what does it look like now?

- All residents have recycling and waste guides to post in their unit; information is available for all new residents in the office
 - All waste chute rooms have bright clear and clean signs that explain where all waste streams go
 - Recycling and organics bins have big clear stickers and labels to help sort
 - Common area bins near mailbox and laundry room, near entrances all have labels to show what is for recycling, what is for garbage
 - Hazardous waste area has clear signs
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3. Action steps - What steps are needed to achieve the improvement you want?

- Meet with Green Team - decide who can help review the Waste Collection Assessment form and do another walk-around inventory of all locations in the building that have waste bins
 - make an inventory of all locations that need new signs or labels (e.g. all 12 chute rooms, 8 recycling bins, 1 organics bin, recycling bin in laundry area)
 - Contact building office to ask if they have stickers and signs, and if not, can they order from waste company
 - Post new signs when they arrive - in all waste areas (use inventory above to confirm all have been posted)

 - Green Team meeting to determine what additional custom signs we might need (e.g. special sign for laundry room about dryer lint? reminder about dog waste at entrances? for light bulbs?)
 - List custom sign ideas, rank by priority and get started (Check if TEA has any samples or templates we can use for custom signs)

 - Order in-unit recycling guides or calendars that residents can post at home in their own unit
 - Distribute to every unit with a Green Team flyer map of where all waste goes (including special waste)
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4. Project team - Who needs to be involved to ensure your plan is successful?

- Property manager (to help order signs, approve posted notices)
- Superintendent (to help with labelling bins, help identifying custom sign needs)
- Green Team (to do sign inventory, custom sign making, posting, notices to residents)

5. Timeline - What is the timeframe for your plan?

All completed by end of January 2021

- Inventory and order signs before December holidays
- Post new stickers and signs when they arrive / can be printed (in January)
- Make needed custom signs - by end of January
- Distribute waste sorting guides and map to all units by end of January

Report to TEA on actions taken and results by Feb 28

Ongoing

- Have waste sorting guides available in office, reminder in each newsletter
 - Make new custom signs (for new issues, for each season) as needed
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6. Track progress - What results show that you are making progress in your plan, and how will you measure impact?

- New signs posted in all 12 chute rooms, labels on two sides of all recycling and organics bins (and other places - as confirmed in inventory)
 - New signs posted in battery and bulb collection area with safety information
 - New labels and signs posted on all common area bins (confirm number after inventory)
 - 100% of residents receive in unit recycling guide and map to all waste areas
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7. Communications Plan - How will you communicate about this project with residents and staff?

- Post new signs and labels in all chute rooms, on bins etc
 - Distribute to all units with recycling guide from waste company, map to all waste areas
 - Ask office to include reminder that recycling and sorting guides are available in the office in every newsletter
 - Monitor reaction to custom signs, create new ones as needed
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8. Getting started - Tell us what you can do in the next 24 hours to get your plan started!

- Create a simple inventory sheet to use to track all waste signs needed (start with Waste Collection Assessment form) in all waste areas, bins, etc
- Contact Green Team to get one member to help do assessment next week or this weekend.