



COMMITMENT FORM

Thank you for your interest in setting up a recycling program. The City of Concord, Concord Disposal and Science Applications International Corporation (SAIC), with grant funding from the California Department of Conservation (DOC), are working with multi-family residential complexes to set up recycling programs. Goals of this pilot project¹ include:

- Collecting beverage containers, mixed paper, and cardboard
- Realizing a high participation rate by tenants
- Creating a lasting program

Complex Name: _____ **Property Manager:** _____

Number of Units: _____ **Roll Out Date:** _____

Roll Out Times: between _____ **and** _____

SAIC Coordinator: _____ **Phone Number:** _____

Will accompany SAIC coordinator during roll out: _____

Roll Out Process:

1. Two weeks before -- Deliver door hangers on _____

- Property Manager (PM) will distribute door hangers (SAIC will mail to PM) OR
- SAIC will mail door hangers to tenants

2. One week before -- Distribute refrigerator magnets to tenants on _____

- SAIC will mail magnets to tenants OR
- PM will distribute magnets to tenants (SAIC will mail to PM)

3. One day before – Drop off 96-gallon Toters on _____

- Concord Disposal will deliver sets of 96-gallon outside recycling collection Toters (blue for mixed paper, black for beverage containers)
- City of Concord will drop off _____ sets of interior recycling bins on _____

4. Day of Rollout

- SAIC will bring cookies and beverages
- SAIC will adhere recycling labels to outside Toter recycling bins
- SAIC will hang signage (as needed)
- SAIC will set up a display in the mailroom to engage tenants about new recycling program OR
- SAIC will visit tenants door to door escorted by _____ OR
- SAIC will perform recycling presentations in _____

5. Other Details: _____

Concurrence: _____ **Date:** _____

Property Manager

¹ After a 6 month pilot program, a \$1/unit/month charge for recycling will be levied.