Recycling in flats
A guide to using the recycling facilities at your flats

Keep it Right, Keep it Clean, Keep it Empty
It is important that only the correct items are put in the recycling bins. If bins contain the wrong items they will not be collected and it will be the responsibility of the property manager to arrange for bins to be emptied. This may incur a charge which could be passed on to you.

If a recycling bin is full please use a general waste bin. Do not leave items or bags on the floor – they will not be collected and may result in bins not being emptied if they are causing an obstruction.

It is your responsibility to help keep your bin stores tidy.

**Paper bin (blue bin)**

Use this bin to recycle your newspapers, magazines, junk mail, envelopes and white printer paper.

**Mixed recycling bin (brown bin)**

Use this bin to recycle glass, cartons, plastic, cans and cardboard.

- Glass bottles and jars
- Plastic bottles, tubs, pots and trays
- Food and drink cans
- Cartons and Tetra paks
- Small pieces of cardboard

Please flatten or tear up cardboard to help it fit in and squash cartons and plastic bottles. Make sure all items (including food containers) are clean and empty.

If it's not on the list above please do not put it in. All of the items below cause problems. If they or anything else are found in the bin it will not be emptied.

**If it’s not on the list above please do not put it in.**

All of the items below cause problems. If they or anything else are found in the bin it will not be emptied.

- Nappies
- Black sacks or plastic bags
- Polystyrene or crisp packets
- Paper
- Dirty containers or food
- Plastic toys or furniture

All items must go in loose, do not put items in bags.

Keep it Right, Keep it Clean, Keep it Empty
**FAQs**

**When will the bins be emptied?**
The recycling bins will be emptied once a fortnight on alternate weeks, i.e. paper one week, mixed recycling the next week.
If you think a bin hasn’t been emptied please contact your property manager and ask them to get in touch with us using the contact details at the bottom of this page.

**What if the recycling bin is full?**
In some bin stores the space is limited so we can’t always provide as many recycling bins as we’d like. Please flatten or tear up cardboard to help it fit in and squash cartons and plastic bottles. If a recycling bin is full please use a general rubbish bin instead. Do not leave items or bags on the floor – they will not be collected and may result in bins not being emptied if they are causing an obstruction.

**Where can my other waste and recycling go?**
Other items such as clothes and shoes or electrical items can be taken to our local recycling banks. Alternatively these items and others can be taken to the local tip, also known as a Household Waste Recycling Centre. These are run by Hertfordshire County Council and information can be found at www.wasteaware.org.uk

To find out what happens to your recycling and for any other questions please visit our website: www.hertsmere.gov.uk/recycling or contact us:

- **Visit:** www.hertsmere.gov.uk/recycling  
  **Email:** street.scene@hertsmere.gov.uk
- **Find us on Facebook** www.facebook.com/recycleforhertsmere  
  www.facebook.com/hertsmere
- **Follow us on Twitter** www.twitter.com/HertsmereBC
- **Call:** 020 8207 7480

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