



CITY OF MELBOURNE

ORDER FORM

Waste and recycling signs for residential apartment buildings

Use this form to order copies of the waste and recycling signs, leaflets/fridge magnets and posters available from the City of Melbourne. It is very important that you complete all sections. Return to Caitlin Findley, Waste Education Officer, by email at caitlin.findley@melbourne.vic.gov.au or by fax on 03 9658 8886.

Section 1: Information about your building

Building name: _____

Building address: _____

Contact name: _____ Role: _____

Contact number: _____

Mailing address for courier – **be specific:** _____

NB. Courier **can not** deliver to PO Box addresses

Number of floors: _____

Total number of apartments: _____

- How many 1 bedroom/studio: _____
- How many 2+ bedroom: _____

Does the building also have commercial premises? Yes / No

If yes:

how many (if known): _____

what floor area (if known): _____ m²

Section 2: Information about the current waste system

Provide details here of the current waste and recycling system in place.

Type of waste	Number of bins	Bin size (e.g. 240L, 660L, 1100L, compactor, other)	Collection days (e.g. M, W)	How do residents dispose of this material? (tick as applicable)			
				Chute on each floor	Drop off location on each floor	Central drop off location	Other (please specify)
General waste (e.g. food scraps, nappies, plastic bags)							
Mixed recycling (e.g. bottles/ cans/ containers)							
Paper/cardboard							
Charity goods (e.g. clothing)							
Hard waste (e.g. furniture)	N/A	N/A					
Other, please specify:							

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Section 3: Materials requested – Fill out the table below

Item and Instructions for use	Size	How many?	Item and Instructions for use	Size	How many?
 <p>'Recycle Right' fridge magnet</p> <p>Distribute to residents – post under apartment doors</p>	DL		 <p>Recycling poster</p> <p>Display in foyers, lifts, central area or above recycling bins</p>	A4 Laminated poster A3 Laminated poster	
 <p>Mobile phone recycling satchel</p> <p>Distribute to residents – post under apartment doors</p>	A5		 <p>Recycling sign or poster for buildings with fully mixed recycling</p> <p>Install on wall above recycling bins</p>	A3 Laminated poster A2 Corflute sign (max 2/bldg.)	
 <p>Garbage chute sign</p> <p>Install next to garbage chute inlet</p>	A4 with 'recycling area' A4 with 'recycling room'		 <p>Recycling sign or poster for buildings with a separate cardboard bin</p> <p>Install on wall above recycling bins</p>	A3 Laminated poster A2 Corflute sign (max 2/bldg.)	
 <p>Garbage sign or poster</p> <p>Install on wall above garbage bins.</p>	A2 Corflute (max 2/bldg.) A3 Laminated		 <p>Cardboard sign/sticker with no polystyrene</p> <p>Install sign on wall above cardboard bins. Place stickers on cardboard bin.</p>	A2 Corflute sign (max 2/bldg.) A2 sticker	
 <p>'No plastic bags' sticker</p> <p>Stick on top of recycling bin lid</p>	A5 sticker		 <p>Cardboard sign/sticker with no waxed cardboard</p> <p>Install sign on wall above cardboard bins. Place stickers on cardboard bin.</p>	A3 Laminated poster A2 Corflute sign (max 2/bldg.) A2 sticker	
 <p>Mixed recycling bin sticker</p> <p>Stick on recycling bins</p>	A4 sticker				