To: All residents of 30 & 35 Charles Street West.
Re: Changes to Waste Removal Guideline

Please be advised that following a City of Toronto Fire Services inspection on March 3, 2020, it has been determined that the storage of recycling bins in each floor’s garbage chute room, is a violation of section 2.4.1.1, subsection (1) of the Fire Code, which states the following:

“Combustible materials shall not be accumulated in or around a building in such quantity or such location as to create a fire hazard”

Therefore, we have been ordered to remove the recycling bins from the garbage chutes, and for the areas to be re-inspected by Toronto Fire Services on June 16, 2020, to ensure compliance.

We understand that this change will present an inconvenience for our residents, especially following the 2018 inspection by Toronto Fire Services which permitted the move of the recycling bins from the corridor to the garbage chute rooms. However, we must comply with the city’s current orders in regards to this matter. Below you will find information that pertains to the new waste removal guidelines for each building.

30 Charles

Recycling

As noted above, all recycling bins will be removed from the garbage chute rooms. The date for removal will be Thursday June 11, 2020, at approximately 10:00am. Residents are asked that all recycling waste is properly bagged/broken down, and taken to the ground floor service room area that is accessible from the lobby. This is no different than the current guidelines that require residents to bring large recycling waste down to the service area and properly dispose of the waste in the provided bins.

Directional signage will be posted in the lobby and throughout the service corridor to assist tenants with navigating to the bin area. As soon as residents enter the service area room, they will notice a collection of bins to their right, up against the wall. A large recycling bin will be staged in this location, and its covers will remain open, to allow for easy disposal. This bin will be checked daily by the Housekeeping staff to ensure there is adequate space for the tenants to drop off their waste items.

Garbage

Garbage will continue to be disposed of in each floor’s garbage chute room. Bags must be tied and fully pushed down the garbage chute, with the chute door closing following the disposal. Large garbage that does not fit down the chute must be taken down to the service room and disposed of in the marked “Bulk
Garbage” bin. This bin’s intended use is for large garbage bags that do not fit down the chute, and not for furniture or other large household item disposal.

**Bulk Garbage (Furniture & Household Items)**

As a result of the exterior fire that took place on April 2, 2020, the street level ‘Bulk Garbage Enclosure’ has been decommissioned. There are no immediate plans to have this enclosure rebuilt as it poses a safety risk.

All bulk garbage, including furniture and other household items must be taken to the loading dock area at 35 Charles, where a wooden enclosure has been built to house the items. The enclosure is clearly marked and is located near the end of the loading dock, adjacent to St. Mary Street.

**Organic Waste**

As a further result of the exterior fire that took place on April 2, 2020, the two street level ‘Green Bins’ have been damaged and are no longer usable. An order has been placed to replace these bins and it is expected that they will arrive on site in early July. At the moment, we have staged a second green bin in the loading dock area at 35 Charles, and have instructed tenants of 30 Charles to bring their organic waste across the street and dispose of it in these bins. When the new 30 Charles organic bins are received, they will no longer be staged on Balmuto Street and instead they will be located next to the new recycling bin disposal area within the ground level service room at 30 Charles. Residents of 30 Charles will be advised when the organic waste bins are ready for use in a follow-up communication from Building Operations.

**35 Charles**

**Recycling**

Recycling bins currently located within garbage chute rooms will also be removed on Thursday June 11, 2020 at approximately 10:00am. Residents are asked that all recycling waste is properly bagged/broken down, and taken to the ground level, exterior loading dock area, where the building’s waste bins are staged. One of the many recycling bins will be staged, with its covers open, for residents to dispose of their recycling material.

**Garbage**

Garbage will continue to be disposed of in each floor’s garbage chute room. Bags must be tied and fully pushed down the garbage chute, with the chute door closing following the disposal. Large garbage that does not fit down the chute must be taken down to the loading dock area, and disposed of in the bins provided. These bins are reserved for large garbage bags that do not fit down the chute, and not for furniture or other large household item disposal.

**Bulk Garbage Enclosure (Furniture & Household Items)**

The Bulk Garbage Enclosure, located at the end of the loading dock, is reserved for large garbage items such as furniture and household items. The guidelines for disposal of these items will remain unchanged.
**Organic Waste**

Organic Waste disposal guidelines at 35 Charles remain unchanged. Residents are instructed to bring all organic waste down to the loading dock, and dispose of it inside the staged Green bins provided.

**Additional Information on Waste Disposal Guidelines**

*All waste disposal is to be done between the hours of 7:00 am – 10:00 pm. In an effort to prevent noise disruptions, pest infestations and to control odor, we ask that residents respect this time frame.*

Please see below link to the City of Toronto’s Waste Wizard website to assist with waste sorting:

https://www.toronto.ca/services-payments/recycling-organics-garbage/waste-wizard/

**Recycling**

- All recycling items should be disposed of in clear or blue plastic bags. Please do not dispose of recycling in black garbage bags.
- Following the removal of the recycling bins from the garbage chute rooms, at no time should residents leave any recycling waste on the floor of the garbage chute room or in the corridors.
- Disposal of recycling waste in the service room or loading dock areas must be done by putting the waste directly in the bins provided. Please do not leave any waste (boxes, bags, etc.) on the ground or on top of the bins. If resident’s notice that the bin provided is full, please consider holding on to your recycling waste until the next day so that the bin can be switched out. If the waste needs to be urgently disposed of, please speak with on-site security who will assist with making a new bin available for disposal.

**Garbage**

- All garbage disposed of down the garbage chute must be securely tied in a bag and pushed all the way down the chute. Please ensure that the chute door closes behind you to ensure no odor or pest issues arise.
- At no time shall residents dispose of garbage on the floor of the garbage chute or in the corridors.

**Bulk Garbage (including 35 Charles enclosure)**

- As outlined above, all large garbage bags that do not fit down the chute, must be taken to the respective bin locations in each building and disposed of in the bin provided.
- At no time shall residents dispose of large garbage bags in the chute, on the floor, or in any corridors. Furthermore, no waste bags or items shall be left on the ground or on top of the bins provided.
- Bulk garbage, such as furniture and household items must be disposed of within the provided enclosure at 35 Charles. Dumping of large items in the corridors, in front of the 30 Charles, 3rd floor Free Store (see sign for acceptable donation items), in either building’s laundry room, or on the ground in the service room/loading dock areas, is strictly prohibited.

**Organic Waste**

- All organic waste must be physically taken to the Green bin locations and disposed of in a tied bag, directly into the provided bins. Please ensure sliding gate is closed after use.
At no time shall residents dispose of organic waste down the garbage chutes or leave organic waste bags on the ground in the service room/loading dock areas in each building, respectively.

**Household Hazardous Waste**

- Hazardous Waste such as paints, solvents, fuel tanks, etc. are not permitted for disposal on site. Please do not donate these items to the free store or dispose of them anywhere on site, including the bulk garbage enclosure or waste bins. For disposal information for hazardous materials, please consult the City of Toronto Household Hazardous Waste website for information:

  https://www.toronto.ca/services-payments/recycling-organics-garbage/household-hazardous-waste/

Please be advised that the waste disposal areas will be monitored daily by Operations Staff and Building Security. Any prohibited dumping will be disposed of Management and the cost for the removal may be added to your tenant file. We must work together as a community to ensure that these new guidelines are followed, as failure to do so will result in pest and odor control issues as well as unnecessary costs associated with prohibited dumping. Photos have been attached to this letter to assist with identifying disposal locations in each building.

**30 Charles**
*Empty space between above photographed bins is where the new organic waste bins will be staged once they are received*

35 Charles
CHARLES STREET STUDENT FAMILY HOUSING
Residence Office
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Toronto ON M4Y 1R6
We apologize for the inconvenience and thank you very much for your understanding and attention to this matter.

Building Operations