

A guide to properly using the garbage chute to avoid future shutdowns. Enclosed you will find the garbage chute rules, that are posted on every floor, common issues with the chute and instructions on how it functions. Please read it thoroughly.

Community living must be considerate living. Let's make sure our condo building is running at its best, by doing our best.



## Key reminders for garbage disposal:

In order to use the chute, you must first select either the "Recyclables", "Organics" or "Garbage" option on the chute. Once the "System In Use" button is lit up, along with the option you have selected, open the chute door, push your garbage all the way through the flap, and firmly close the chute door. Once you have finished this process the "System Ready" button will light up to reset the system for your next selection. If the "Out of Service" light is on, someone is either currently using the chute, the chute is clogged, a chute door has been left open, or the chute is now closed as it is past the hours of operation.

You are required to book the service elevator to remove bulk-sized items from your suite. In Richmond Hill, bulk pick-ups occur every other Tuesday. Please confirm with Security whether there is a pick-up that coming Tuesday, as you can only dispose of these items the Monday prior.

## GARBAGE CHUTE GUIDELINES

**Hours of operations: 7 am to 10 pm**

**Press the button of choice and open the door using the latch.**

**Place garbage in the chute and PUSH IT THROUGH THE FLAP to assure it falls down the chute.**

**Once garbage has been disposed of properly, ensure that the chute door is FIRMLY CLOSED.**

**Place ALL garbage items in the chute and NOT on the floor, as leaving garbage behind causes unpleasant odours.**

**Ensure that all garbage and recycling items thrown down the chute are BAGGED and TIED.**

**Large garbage items should NOT be forced down the chute as they cause damage, create a blockage within and shut down the chute. These items include pizza boxes, large shipping boxes, appliance boxes, furniture boxes, etc. These items should always be brought down to the ground level garbage room for proper disposal.**

**If you notice the chute is out of order, bring your trash to the main floor chute room and report the issue to Security.**

**Your cooperation is appreciated.**



LET'S END IMPROPER GARBAGE DISPOSAL AT

**SKY CITY**  
CONDOMINIUMS

## GARBAGE LEFT ON THE FLOOR

Leaving your trash on the floor for any reason is unacceptable. It causes an unpleasant odour to accumulate in the chute room and hallway, which ultimately attracts vermin into the building. Additional necessary work is then required from our cleaning staff as they must go through every floor, clean up the garbage and disinfect the room. Please see the photo to the right of what was found on the floor one evening.



## CHUTE DOOR LEFT OPENED

When using the garbage chute, you must close the chute door firmly all the way once you are finished disposing of your trash. If you do not, you can stop the entire chute from functioning as the chute system believes it is in use and locks on every floor. In addition, the main door to the garbage room can get caught on the chute door, exposing the floor to foul odours. Please see the photo below of a past incident.



# REOCCURRING ISSUES

## UNBAGGED ITEMS THROWN DOWN CHUTE

When disposing of garbage it must be wrapped in a bag and tightly sealed. With items such as glass, it is important to double or even triple bag to avoid the glass from cutting through. By simply dumping loose items into the chute you pose a risk to others safety, including our cleaning staff, and can damage the chute. Please see the photo above of glass that was thrown down the chute without a bag.



## LARGE BOXES FORCED INTO THE GARBAGE CHUTE

Large items should always be brought down to the main floor garbage room and left in the visitors' parking garage, in front of the doors to the compactor room. Forcing large boxes down the chute will cause a major blockage. This will shut down the entire chute and is unfair to residents that need to dispose of their garbage properly. Please see the photo to the left of all the boxes pulled out of the chute one afternoon.