

RECYCLE ORLANDO

HELPFUL HINTS AND GUIDELINES

Keep Orlando Beautiful Recycling Bin Loan Program

Training Volunteers/Support Staff/Vendors:

1. Teach your team to properly secure bags and attach lids to the frame. Make sure all supervisors or team leaders are trained on how to get them on and off the frames. They in turn will train their support staff or volunteers. Give them a copy of the set up instructions if needed, provided in packet, or on one side of lid.
2. It is ideal to collect the bags when they are $\frac{3}{4}$ full so they are not too heavy and the bag is fully utilized.
3. Keep the lids clean by wiping them down with rags as necessary.
4. Teach team members to notice heavy traffic areas and move bins to those areas.
5. Have your team talk to vendors and make sure they are aware of the recycling. Work out any details with them to accommodate their recycling needs (do they need their own bin behind their station/area? If cardboard, ask them to remove any plastic wrapping and stack them neatly in a designated location. Have team members periodically check and collect.
6. According to the pre approved site map, make sure they know where to take the recyclables after pulling the bags. Either there will be a predetermined location to place bagged recyclables, or there will be a teal colored dumpster to EMPTY recyclables into (make sure and provide a trash can for used bags). **EMPTY RECYCLABLES FROM PLASTIC COLLECTION BAG INTO THE TEAL RECYCLING DUMPSTER. NO PLASTIC BAGS, STYROFOAM, FOOD SOILED CONTAINERS OR FOOD IN RECYCLING CONTAINERS.**
7. Have team members tally the bags as they go. Individual collection cards are provided. This is extremely important as you will be asked to complete the collection data form on the back of the material checklist supply upon returning supplies.

Setting Up:

1. **ALWAYS** place bins next to a trash container.
2. Setting up the bins:
 - a. Place bins at entrance and exit points into/out of the event area especially if you do not allow guests to bring in beverages or leave with them.
 - b. Place remaining bins evenly throughout the event trying to cover as much area as possible.
3. "Seeding" or putting a few recyclables in each container before the event starts is helpful.
4. If the sponsorship signs are not utilized, place the education signs on S-hooks and attach to

the bins. This will educate your guests and encourage them to recycle.

During the Event:

1. Have your team members wear the aprons, distribute provided promotional products (buttons—especially when they see someone recycling), and remind guests to recycle.
2. Routinely check bins and do not allow them to overflow or it will appear that your team does not care if they are neglected.
3. If you have a recycling dumpster, make sure the lid remains closed so guests do not toss in trash or other items and possibly contaminate the recyclables.
4. Have your team members look for and collect littered or misplaced recyclables.
5. Make sure there is a process in place for tallying bags throughout the event. You can have each individual team member tally their bags as they go (collection cards provided) OR place bags at collection point and count after the event is over.
6. Make sure your team members know to keep the ball lock on the trailer at all times.

After the Event:

1. If possible, do not pull the bins until the majority of the guests have left, especially those near the exit points.
2. Move all the remaining bagged recyclables to the collection point and make sure they all have been tallied.
3. Check and clean the frames and lids.
4. Make sure **ALL** items checked out are collected, counted and returned (**bin frames and lids, aprons, signs, buttons, gloves, unused bags, etc.**)
5. If you have a recycling dumpster on site, please lock it before leaving—very important so that your collected recyclables are not contaminated.
6. Make sure the trailer is locked before leaving—ball lock (should always remain locked), side door and rear ramp door.

Trailer Details:

- Is to NOT be moved by anyone but Keep Orlando Beautiful or City personnel.
- Ball lock is to remain locked and on the hitch at all times.
- Stabilizing legs should be kept down at all times (rear of trailer). KOB will put them down upon delivery.
- There is a piece of wood or boards in trailer to place on ramp so transporters may easily be wheeled up and down the ramp.
- ONE person in the trailer at a time.
- There are wheel locks on the transporters. Unlock them to wheel out and please lock them when placing them back in the trailer.
- Trailer should be at the minimum closed and dummy locked while not in use, preferably locked so guests can not enter.
- Return all materials to the trailer and LOCK before leaving (side door and ramp door).
- Make sure nothing is blocking the trailer so KOB may pick it up as scheduled.

