

Wilkes Community Group

Clean-up Procedures

The following procedures are not mandated by EPNO, the city or anyone else. It is left up to the neighborhood associations to decide *their best practices*. Therefore, these practices can be altered in anyway deemed appropriate. The purpose of this outline is to get all the volunteers helping in a uniform manner to avoid confusion.

Training Volunteers and Hours of Operation

All volunteers should meet and 8:30 AM to receive instructions and training. NO DROPOFFS will be allowed until 9 AM or when all of the volunteers had been trained. A "clean-up master" shall be appointed to be responsible for supervising the volunteers. That would be either or both of our experts, Jim Blatt and/or Carrie Goble.

Drop Box Placement

Place the drop boxes in *line down the middle* so that rows of cars can pass by, one on each side. (That would shorten the lines, reduce traffic jams and increase the number of cars unloading at one time.)

Drop boxes should be arranged so that their *doors are facing incoming traffic*. **Check on this to make sure it is correct regarding the doors and which end the boxes are pulled from.)**

Boxes at the *end of the line should be filled first* so that they can be removed by Heidberg first.

Directing Traffic

If the line of cars gets lengthy, two waiting lines may be formed in opposite directions. The volunteer directing traffic is responsible for coordinating traffic.

Hand Delivering Deposits

People in car lines *MAY* carry deposits of single items to the bins ahead of awaiting cars. That should speed up the acceptance of small items.

Drop Box for Metals

The drop box for metals should be placed as close as possible to the street and other bins. This is because metal is heavy.

Find a Bigger Space

Our clean-ups are so popular that a larger lot in the area, should be found. Carrie is working on that.

Resources

David Ashton at 503-310-0714 and Rovers are familiar with how other cleanups are conducted. The steps listed in the cheat sheet must be followed by the NA which goes to Metro. Vouchers are obtained, each representing one drop-box. When drop-box is taken away by the Heidberg driver, a voucher must be given to the driver of the truck at that time. Any unused vouchers must be returned to David Ashton.

Richard Mohley

Wilkes Community Group chair

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