# 1 Garbage Procedures

## How to Get a Manager Check-Off

A check off is not currently required.

## Procedure Details

At the end of a program:

* Empty trash cans from the sheds into the main garbage can.  Replace the white bags for these small trash cans. White bags can be found under the microwave in the Rope Shed.
* To signal Facilities that trash/recycling pick-up is needed, hook the orange laminated sheet to the top of the middle large gate.
	+ This orange laminated sheet will live on a nail in the toy shed.  Attach it to the fence using the small promo carabiners; not the carabiners that live in the green bin.
	+ If there is no garbage to be picked up, no need to hang the sign.
* Facilities has their own lock connected to ours on the middle fence gate that they will use to gain entrance to the course.  This will typically happen around 7 am so there should be little disruption to any programming.
	+ Please note: When using the lock on the middle gate, please make sure you use the Peak Adventures lock to attach the facilities lock to the opposite cable. Do not connect cable to cable.
* Facilities will put new bags in the garbage/recycling cans.
* Once completed, facilities will remove the orange laminated page and will hook it too the door of the Toy Shed.
* Please note:  Facilities will not pick up on Saturday or Sunday mornings.  If the garbage cans are full when you arrive on the weekend, grab a trash can and lid from behind the rope shed.  Add a bag to it and place it near our other trash cans.  Please make sure that the garbage is securely closed before you leave the end of the day. To do this, tie a knot in the top of the garbage bag and snap the lid closed.  Facilities will pick up all Friday, Saturday, Sunday garbage on Monday morning.