

RENT ROULETTE

ROULETTE CLEAN-UP PROTOCOL

We have 4 sets of 3 garbage cans next to each other throughout the space that will need the team's attention: one is WASTE (non-recyclable garbage in black bags), one is RECYCLE (cans, bottles, and plastic in clear bags) and one is PAPER (clear bags). We prefer to keep these sets together, but if you choose to move them always keep one "WASTE" and one "RECYCLE" can be paired together so recyclables don't end up in the waste can.



There is one set on each side of the doors inside the ballroom, one set next to the bar, and one set on the landing of the stairs leading to the balcony. The cleaning team should do regular rounds and take trash bags down to the garbage room (see picture below). Please **do not let the bins or bags get full or overfull**. We try and keep the bags of garbage light and manageable. Try to keep all the recycling in the same bins, separate from all the other garbage. Everything in the trash room is clearly labeled. If you fill all the available trash bins in the basement, continue to stack garbage with the **bin lids open**. There are extra bins labeled for trash room overflow. **Garbage cannot be left on the floor.**

TRASH and RECYCLING DOs and DON'Ts

- Please **do** double bag if there are leaks
- Please **do** breakdown, collect in bundles, and place all cardboard boxes in clear recycling bags
- Please **don't** mix garbage with recycling in the bags and the bins. Bins should be clearly labeled "Trash" and "Recycling"
- Please **don't** let the bags get too heavy - It's best if bags are filled halfway when filling with bottles or anything heavy
- Please **don't** deposit loose garbage into the large bins in the trash room. All garbage should be consolidated in bags before being added to the bins.



Things to keep in mind

- If you notice that a garbage bag is leaking, please **double-bag** it immediately and mop any mess that has been made.
- Do not let bags get completely full! Try to collect them when they are $\frac{1}{2}$ or $\frac{3}{4}$ full.
- Garbage cans throughout the space need to be re-lined every time they are emptied.
- Kitchen fridge must be cleaned and cleared at the end of every rental.

There are 5 round bins and 2 blue bins stacked up in the back of the garbage room that can be brought up during busy events if needed. They are all labeled clearly.



You will find back stock of garbage bags and other cleaning supplies on the shelves in the garbage room (see picture to the left). There are two different sizes of trash (black) and recycling (clear) liners: '30' is to be used in the black cans, and '50' is to be used in the round bins. On the lower shelf is a box of extra large black trash bags, which are available to be used when an especially high volume of trash is produced.