

**LYNHAVEN NEIGHBORHOOD ASSOCIATION  
DUMPSTER DAY  
SUGGESTED STEPS TO ORGANIZE THE EVENT**

**Decide the date, time, and place**

- Avoid rainy season
- 8 am to 11 am or 9 am to Noon or until dumpster(s) are full.
- Locate just off of a main street
- Locate where you can set up a car que
- Dumpsters rent for \$750-\$850 per day

**Early Preparation**

- Determine total # of volunteers needed
- Have 1 or 2 volunteers to call residents for volunteering
- Prepare event announcement for flyers, Nextdoor, & email letters
- Send out announcements 2 weeks in advance of event

**Obtain permit and insurance**

- Get permit from City Dept. of Transportation (approx. \$30 & can be done on line)
- Get two signs (about \$2 ea.) from DOT (SJ City Hall) that will say "No Parking". You will need to write the permit # on each sign.
- Put the signs up a maximum of 24 hours before the event. You must specify on your request the street addresses involved.
- Get insurance from U.N.S.C.C. (\$200 approx.)

**Obtain street cones, a-frame signs, and yellow hazard tape**

- Set up the above the night before the event (2 volunteers)
- Allow 3 car-lengths in front of and 3 in back of each dumpster
- Post copies of your permits on the a-frame signs

**Volunteers needed during the entire time of the event (may require 2 shifts of volunteers)**

- 2 volunteers to greet each vehicle to obtain
  - a signed dumpster flyer with address & Dr. Lic. Validation
  - contribution for dumping
    - \$30 (could also be for annual membership)
  - verify compliance with items to be dumped (dumpster company will specify)
  - remind residents that they must assist in unloading their vehicle and loading the dumpster
- 3 volunteers to load each dumpster
  - Volunteers should wear caps, sunglasses/safety glasses, and work gloves
  - Volunteers should wear long pants, t-shirts, and sun screen
- 2-3 volunteers with safety vests to direct regular traffic around the dumpsters

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**Other issues to consider**

- Should have hammers, sawzall, crow bar, and power tools to break apart big items.
- Dumpsters can only be loaded to the top edge of the dumpster
- Remind late arrivals that the dumpsters may be full & they can't dump
- Allow dumpster workers to save items they wish to use personally (ladders, chairs, etc.)
- Should have a volunteer with a first aid kit to assist with minor injuries.
- Volunteers should work together when lifting awkward and/or large, heavy items.
- Someone needs to remain at the site to deliver the check to the dumpster driver.
- Specify the time you want the dumpster to arrive and to be removed.
- Notify neighbors ahead of time about the stationing of the dumpster(s).

**Cleanup**

- Should have at least 4 volunteers to cleanup afterward
- Close the dumpster doors as soon as the dumpster reaches capacity
- Have brooms, dust pans, garbage bags, and garbage cans to clean up debris
- Should have one or two card tables for water, coffee, creamer, donuts/bagels/snack bars, and paper towels (2-3 volunteers)
- Try to make it a fun event and have information on hand regarding SJ E-Waste Program.
- Post your association sign, so people will know that you are doing the event.