

# **RECYCLE BUILDING PROCEDURES**

**NO PARKING** in front of **GARAGE DOOR** on Right of the Building!

## **PLEASE HELP MAINTAIN THIS BUILDING BY:**

- Setting up and taking down tables. Please lift tables to prevent scratches on floor. Please stack dried tables face to face.
- Sweeping or cleaning floor as needed (supplies in closet by front door.)
- Not smoking inside. Cigarette urn is outside.
- Not pouring grease or coffee grounds down the sink.
- Supplying replacement 35-40 gal. Trash bags & paper towels.
- Notifying office of problems. 440-775-2015 or email [fiscalofficer@camdentwp.us](mailto:fiscalofficer@camdentwp.us)

## **BEFORE YOU LEAVE:**

- Empty the trash cans including the one in the rest room & replace the trash bags. Take the trash with you.\* (Remember the dumpsters are for “clean” paper & cardboard not for trash!)
- Make sure lights and water faucets are off.
- Set the **heat to 60 degrees** in the winter. Fan should be left on to circulate air.
- Make sure the counter & refrigerator are clean.
- Check the refrigerator for leftovers. (Be sure the stove & oven are off.)
- Leave the bathroom door open. In winter, leave door under kitchen sink open.
- Lock the front door holding it open then **leave the key** in the left cabinet over the stove. (Knob should not turn. Pull to make sure the door is locked.)

**No Parking in front of garage door!**

### **Note:**

\*Any trash left will result in a \$15 per bag fee for disposal and any clean up will be charged at \$15 per hour. \$1.00/bag replacement fee for cans without bags replaced.

For emergencies call:

Trustees: Jim Hozalski 440-935-1810, Gust Ristas 440-775-2521 or 935-4071 & Jim Woodrum 440-821-2846