



Landscape Services

Safety Standard Operating Procedure

(Revised 1/2023)

Shop Support Refuse Pedestrian Cans/Dumpster Enclosures

This SSOP provides guidance on the job duties for refuse. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SSOP is not a substitute for the owner's manual produced by the manufacturer.

Schedule: Daily and weekly duties. Special events and anytime the management staff deems necessary.

PPE Required: Safety glasses, ear plugs, high vis vest, long pants, closed toe shoes, nitrile gloves.

Safety Requirements: Lifting with your back on not your knees. Buddy lift when needed on heavy or awkward sized items. Watching for sharp objects. Loading and unloading from waist level elevation or higher. Use of gloves to prevent exposure to chemicals. Staying alert for pedestrian and vehicle traffic. Watch for finger or body pinch in receptacle and dumpster gates.

Safety Hazards: Vehicle and pedestrian traffic, lifting, bending, overhead objects, dust, noise, sharp objects, blind spots, equipment malfunction, pinch points, hot or cold temperatures, and inclement weather.

Tools/ Materials: Gator/ Utility vehicle, plastic razor blade scrapper, rags, all purpose cleaner, black spray paint, wax, 60-gallon 1.5 mil can liners per day, 60-gallon green recycle bags, dog waste station bags, long reach picker tongs, litter bag, power washer trailer.

Standard locations: Main campus, housing, FM, dining, parking garages.

Purpose: Keep campus pedestrian trash and recycle cans, dumpster enclosures, and all campus clean, neat, and orderly.

Trash monitoring: As you go through the week, monitor cans that are hardly used or overused. We may need to evaluate and take away or add cans to areas. Document your findings, take picture, identify location when reporting to your supervisor.

Daily task: Keep pedestrian trash and recycle cans emptied and clean.

1. Morning prep- Make sure to have all needed items trash and recycle bags, trash tongs, all purpose cleaner and rags, wax, and PPE before leaving shop.
2. Route- run assigned route for pedestrian can service.
3. If a barrel is half full or fuller, empty it. Use the appropriate bags for each. Black 1.5 mil trash bags for trash. Green recycle bags in recycle cans.
4. Remove Gum, stickers, and other advertisements from cans.

5. Bags are to be hauled to proper landfill/ dumpster locations. Place recycle bags in dumpsters labeled mixed recycle.
6. Dumpster enclosures- Cleanup any debris in dumpster enclosures. Place debris in proper dumpsters. Document any enclosures that need to be washed, dumpster failures such as holes, gates that are hard to open or broken. Close any dumpster gate you see open.
7. Loose trash- pickup and discard any loose trash on campus grounds.
8. Dog waste stations- check and keep bag dispenser full.
9. Utility Vehicle- Wash unit at the end of each day to eliminate odors and keep a clean appearance.
10. Report daily documentation to supervisor. Progress report. Areas you did not get to and why.

Weekly:

1. Clean and paint pedestrian cans as needed.
2. Trash monitoring report to supervisor.
3. Wax top of pedestrian cans. How to video link below.
[How to - Apply Classic Turtle Wax // Supercheap Auto - Bing video](#)
4. Friday reporting- Keep long for areas that need extra attention on the Trash/ recycle and dumpster needs list. Turn in at end of day Friday. Example: dumpster enclosures that need washed, pedestrian cans that need replaced, etc.

Monthly/ As needed

1. Power wash dumpster enclosures and pedestrian can locations.
2. Replace recycle, trash signage on cans.
3. Move furniture placed at dumpsters enclosure to larger dumpsters. Notify supervisor if equipment support is needed.

Trash/Recycle Receptacle and Dumpster needs			
Date	Receptacle Location	Dumpster Location	Description/ Problem/ Needs

Refuse Charge out

At the end of your shift will charge out your time equaling your clock time to certain work orders. For normal shift hours you will be using the refuse work order. For events such as

football, Homecoming, move in, move out there will be assigned work orders labeled in your que.

Work Management- This is an app that we use on the devices wither mounted in the main hallway or handheld located in the shop office.

- Use appropriate work orders for what you worked.
- You will see three-time types available.
 1. RT-Nocharge (for daily regular trash, recycle, and dumpster enclosures)
 2. RT-(When billing to a customer work order Football, Homecoming, etc)
 3. OT-(Customer work orders for anything over 40 hours only)
- Assigned work- you will be notified if an urgent or emergency work order has come through. Emergency must be responded and closed the same day. Urgent have two days response time.

Again, your costed time must match your clock time. In the event of a customer work order, you must make a note identifying the work performed and any issues you found during the process. Document any items of concern and report to your supervisor.