Custodial and Kitchen Staff Preparation

* Bins
	+ Placement: each trash bin should be paired with a recycling bin and food waste bin
	+ Signage: signs should be placed at eye level, one for students and one for staff
	+ Color: bins should be color coded with black for trash, blue for recycling and green for organic waste (food waste, food-soiled paper, and yard waste)
* Sorting
	+ Front of house: designated students will stand by bins to help other students sort materials into the correct bins or share table
	+ Back of house: staff training to ensure the proper disposal of each item
	+ Classrooms: blue and black bins in classrooms will be source separated
	+ Black bins should have black trash bags and blue bins should have clear trash bags
* Miscellaneous
	+ Place any carts (32-gallon to 96-gallon) to the designated curb by [time] on [collection days]
	+ Monitor bin fullness and contamination levels
		- How full is each bin (given the list of bins and locations) to be noted just prior to the pickup days
		- What percentage of materials in the bin is not correctly sorted
* Food Donation
	+ Items acceptable for donation
	+ Proper food storage
	+ Days of collection & how to prepare items for pick-up
	+ Set up regular pickup schedule with local food recovery agency
	+ Tracking donations