

Designing Your Reuse Shed-- Workbook Questions

These questions are meant to help guide you into the types of considerations that are involved in setting up a shed. There may be many more considerations for your circumstances. For all of these questions - a big part of designing your shed's policies and layout is to **do what will work best for your community.** What do community members think - are there any policies that they would like to see? Is there a floor plan that is most convenient?

Policies:

What products do you want to accept? Are there any that you do not want in your shed?

Where is the best place for the shed that is feasible ? Does it matter if it is located next to your hazardous waste storage shed? Would it be better in the center of town? Where will it be most used?

How will the products come into your shed? Drop-off? Pickup?

When /how often will you allow drop-off? (what will your hours be, or will you host special drop-off days?

Will you lock the shed? Who will have the key and where will it be?

Who will staff the shed/be responsible?

What hours will the shed be open?

Will you allow small businesses to drop off household products?

Will your products be free or will you charge?

Will you keep a separate inventory list - or use the sign-in sheets and sign-out sheets to keep track?

'How often will you inspect the shed to ensure the containers are all in good shape and containers that should be placed away from each other are separated?

Will you have a liability release form?

How will you ensure that folks don't drop off unacceptable wastes - including explosive products, biohazard, regular household trash, commercial hazardous wastes?

Will you be checking containers that are dropped off/collected to make sure they are labeled well, clearly, and accurately (i.e. labels are in good condition and they reflect the container contents)? And writing with pen anything that is fading off? Or will you just not accept labels that aren't readable?

Will you be finding another suitable container if the container shows signs of potential cracking/rupture? Or will you just not accept any containers that are in poor condition?

Will the staff person check containers as they come in, or

Will you allow children? What will your policy be?

Shed Layout:

Where is the best place to have the sign-in and sign-out sheets (and any other forms such as a liability release)? Will you have a table or file on the wall?

Where will your spill kit be located?

Do you have the ability to bolt shelves to the walls? If not - how will that change your plan for stocking the shelves?

Will you have a back area that is closed to customers? What will you store there? How will you separate it?
How will you label your shelves and what items and areas do you want to label?

Will you have a file cabinet or other designated place for recordkeeping, miscellaneous information, like MSDS sheets, and office supplies? Where will that be, or will it be kept somewhere else?

Where will your products be kept that emit fumes?

How will you ensure that the shed is ventilated, especially when people are using it?

Where will you locate ignitable products?

Where will you locate poisonous products?

Where will you locate corrosive products?

What do you think will be your most popular dropped-off item? Where will that be located?

What will be the most in-demand items? Where will they be located?

Will you have a table and chairs?

How will you lay out the shed to make it appealing and usable for customers?

What are the "little things" that you can do to your shed (inside and outside) to make folks want to visit it again?

What are the "little things" that will help make the staff more comfortable there and provide what they need?

If you plan to stock non-hazardous products in your reuse shed/center as well (e.g. clothes, toys, hardware, old usable electronics etc.) -- how will you segregate the materials? What sections of the shed/center will be for what types of items?