

CITY OF BURBANK
PUBLIC WORKS FIELD SERVICES
**RENTAL OF A TEMPORARY GREEN WASTE BIN
INSTRUCTIONS**

1. Bin delivery will be made in one or two business days depending on the Department's workload.
2. **The temporary bin will be removed after the scheduled collection day unless you call into Public Works Field Services Sanitation Division prior to the collection to extend the agreement. The phone number is (818) 238-3800. The after-hours Refuse Hotline phone number is (818) 238-3816.**
3. The bin needs to be kept on private property. For collection, the bin needs to be at the edge of the sidewalk in the driveway. **DO NOT PLACE THE BIN IN THE STREET OR ALLEY** without lighted barricades. Lighted barricades are available for \$7.00 each per day. You can obtain lighted barricades by contacting Public Works Field Services at (818) 238-3800 located at 124 S. Lake Street.
4. If your bin is not accessible on your scheduled collection day, **this will still be considered the scheduled pickup and you will be charged for an additional collection day.**
5. **Only green waste is to be disposed of in the bin. NO DIRT.**
6. Always use wheel locks to hold the bin in place.

Your cooperation in these matters will be greatly appreciated, and will ensure safe and efficient service. If you have any questions, please contact the Public Works Field Services Sanitation Division at (818) 238-3800. The office is located at 124 S. Lake Street, Burbank, and the office hours are 7:00 a.m.-4:00 p.m.

I have read the above instructions and agree to follow them.

Bin Requestor's Signature

Date

Print Name

ADDRESS: _____

COLLECTION DAY _____

MINIMUM COLLECTION RATE: _____

ADDITIONAL RATE: _____ for each additional collection

SUPERVISOR'S SIGNATURE: _____