

CITY OF BURBANK
PUBLIC WORKS ~ FIELD SERVICES
124 S. LAKE ST., BURBANK, CA 91502
☎ (818) 238-3800

Phone and Office Customer Service Hours: Monday through Friday, 7:30 am – 4:00 pm

TEMPORARY BIN RENTAL INSTRUCTIONS

1. Bin delivery is within one to three business days from the date of sign-up. Bin removal may be one to three business days from date of request.
2. **The date of the first collection/empty for the temporary bin will be determined at the time of sign-up. You may call Public Works Field Services prior to the agreed first collection date to expedite or delay the collection with one (1) business day advance notice. The phone number for any scheduling, complaints, or questions is shown at the top of this form.**
3. **Initial here:** _____ For all collections, the bin must be accessible at the edge of the driveway or alley between 7 am and 2:30 pm. If the bin is not accessible, you will be charged a return fee in order for the driver to return. **As long as you are renting the temporary bin, you will be automatically scheduled and billed weekly for collections on your regular trash collection day until you advise Public Works at least one (1) business day in advance for the bin removal.**
4. The bin needs to be kept on private property. For collection, the bin needs to be as close to the street or alley as possible and on a flat concrete or asphalt area. **DO NOT PLACE THE BIN IN THE STREET OR ALLEY** without lighted barricades **and** a Street Use Permit. Lighted barricades are available for a daily fee and may be obtained by contacting Public Works Field Services at (818) 238-3800. A Street Use Permit may be obtained at the Public Works Engineering permit counter located at 150 North Third Street, First Floor. For information on obtaining a Street Use Permit, call (818) 238-3950.
5. **Initial here:** _____ **2 CUBIC YARD DUMPSTER** → When disposing of **dirt, rock, sand, and/or concrete, do not load the bin with more than twelve (12) inches of heavy material(s).** The remainder of space may be filled with lighter materials such as lumber or household materials. Maximum weight 1,000 lbs.
6. **Initial here:** _____ **3 CUBIC YARD DUMPSTER** → **These items will not be accepted: dirt, rock, sand, concrete, or construction materials. Only light materials may be placed in a 3 CUBIC YARD dumpster.** Maximum weight 1,000 lbs.
7. **No hazardous materials or liquids of any kind accepted in the bin. Acids – Chemicals – Oils – Gasoline – Paint – Electronic Waste – Batteries – Light bulbs – Explosives – Tires, etc. are designated as hazardous material.** Call Public Works Field Services at (818) 238-3800 or the Burbank Recycle Center at (818) 238-3900 for more information on this type of material and disposal.
8. Always use wheel locks to hold the bin in place. The lids of the bin must be closed flush with the bin and no material sticking out. Do not overload the bin.

FIRST COLLECTION DATE: _____

TEMPORARY BIN RENTAL FEE PER COLLECTION: \$ _____

DELIVERY ADDRESS: _____ **BIN PLACEMENT:** _____
(Edge of driveway, alley, etc.)

BILLING ADDRESS: _____ **DAYTIME PHONE NUMBER:** _____
(If different than delivery address)

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

Signature

Date

Print Name

NOTES:

PAYMENT METHOD: _____

ID CHECKED BY: _____
PW Staff Name