

Delivery Procedures for
Harvard Recycling and Surplus Center
At 175 N. Harvard Street, Allston

1. All furniture on casters must be delivered in tidy rows with 4 feet of access space on either side of each row.
2. All goods not on casters must be delivered on pallets in stable fashion. Objects 5+ feet tall must be laid on their sides to prevent tipping and injuries. Items must remain stable in winds of up to 50 MPH.
3. Double rows of pallets must be spaced 4 feet apart to allow safe walking and pallet jack access.
4. An access space of at least 10 feet must be maintained behind the roll-off dumpsters and all the way to the storage trailers to allow for safe opening of dumpster doors and safe loading of scrap metal and lumber.
5. All storage furniture must be displayed unlocked with drawers facing the walkways. Keys must also be available.
6. All items smaller than 2 feet x 2 feet must be delivered on pallets (available at 175) in bin boxes or in the open-top hampers and carts provided to keep goods accessible and tidy.
7. Trash, hazardous waste, or any other regulated material will not be accepted.
8. No goods may be removed from the Recycling and Surplus Center without explicit permission from the FMO Recycling Services Manager.
9. All scrap metal must be placed inside the scrap metal dumpster.
10. All scrap lumber must be untreated, and free of paint, varnish, preservatives, and foams (fasteners including nails, screws, hinges and glues are OK).
11. All recyclable papers, cans, bottles and boxes must be placed in the Single Stream recycling receptacles.
12. All litter generated from unloading goods must be picked up and placed in "Trash Only" barrels.
13. Any sweepings, dust, debris, pallet wrap or other incidental refuse must be placed in the "Trash Only" barrels.
14. Movers may deliver any weekday except Thursdays from 8 – 4pm. Thursday deliveries must be between noon and 4pm in order to not disrupt Surplus Distribution which starts at 11am. During student Move-outs and Move-ins, weekend or holiday deliveries may be acceptable.
15. Items which may be damaged by the weather need to be placed underneath storage trailers 1, 3 or 4. If these are full, overflow storage space is available at 224 Western Avenue by special arrangement.
16. Those who repeatedly violate these procedures will be banned from delivering to the Harvard Recycling and Surplus Distribution Center.

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