

## EnviroPoles Cleaning Procedures

### 3.3.1 Cleaning Free Standing EnviroPoles (PPI & API)

	Activity	Verified
1.	Position your vehicle as close to the unit(s) being cleaned as possible ensuring it does not block pathways or traffic as lawfully able and/or practicable.	
2.	Put your high visibility vest, shirt or jacket on and be sure to be wearing steel capped safety boots.	
3.	Before cleaning units, put your clear safety glasses and heat resistant gloves on	
4.	Where there are multiple units, load up to four 900mm inserts pre-prepared inserts onto your trolley	
5.	Using an electric screwdriver and 3mm drill key (or tamper proof drill key where applicable), loosen the one grub screw (or 2 stainless steel screws) Or open with 8mm triangle key	
6.	Remove/ Lift away the lid and temporarily place somewhere safe (if applicable)	
7.	Remove insert and empty into portable waste container <b>or</b> remove and replace insert with readymade one placing waste filled one on the trolley	
8.	Rinse insert in dedicated wash bucket to remove any stubborn debris.	
9.	Scan bar-code with laser scanner. An audible beep with sound to confirm a successful scan.	
10.	Record capacity full of unit and note any issues, damage, vandalism	
11.	Fill clean insert with approximately 1.5 - 2 litres of deodorised water	
12.	Replace insert in unit	
13.	Replace cap and tighten screws	
14.	Clean exterior of unit removing all foreign stickers, graffiti etc.	

## EnviroPoles Cleaning Procedures

### 3.3.2 Cleaning Wall Mounted EnviroPoles (WMU/ Compact units)

	Activity	Verified
1.	Position your vehicle as close to the unit(s) being cleaned as possible ensuring it does not block pathways or traffic as lawfully able and/or practicable.	
2.	Put your high visibility vest, shirt or jacket on and be sure to be wearing steel capped safety boots.	
3.	Before cleaning units, put your clear safety glasses and heat resistant gloves on	
4.	Where there are multiple units, load up to 12 x 500mm or 300mm pre-prepared inserts onto your trolley	
5.	Using an electric screwdriver and 3mm drill key (or tamper proof drill key where applicable), loosen the one grub screw (or 2 stainless steel screws) Or open with 8mm triangle key	
6.	Remove/ Lift away the lid and temporarily place somewhere safe (if applicable)	
7.	Remove insert and empty into waste container <b>or</b> remove and replace insert with readymade one placing waste filled one on the trolley	
8.	Rinse insert in dedicated wash bucket to remove any stubborn debris.	
9.	Scan bar-code with laser scanner. An audible beep with sound to confirm a successful scan.	
10.	Record capacity full of unit and note any issues, damage, vandalism	
11.	Fill clean insert with approximately 1.5litres of deodorised water	
12.	Replace insert in unit	
13.	Replace cap and tighten screws	
14.	Clean exterior of unit removing all foreign stickers, graffiti etc.	

## EnviroPoles Cleaning Procedures

### 3.3.3 Cleaning Old Style Wall Mounted EnviroPoles (WMU)

	Activity	Verified
1.	Position your vehicle as close to the unit(s) being cleaned as possible ensuring it does not block pathways or traffic as lawfully able and/or practicable.	
2.	Put your high visibility vest, shirt or jacket on and be sure to be wearing steel capped safety boots.	
3.	Before cleaning units, put your clear safety glasses and heat resistant gloves on	
4.	Where there are multiple units, load up to 12 500mm or 300mm pre-prepared inserts onto your trolley	
5.	Using an electric screwdriver and 3mm drill key (or tamper proof drill key where applicable), loosen the screw on the front bottom of the unit having one hand underneath to catch the insert as it drops out from behind lid	
6.	Remove insert and empty into portable waste container <b>or</b> remove and replace insert with readymade one placing waste filled one on the trolley	
7.	Fill clean insert with approximately 1 litre of deodorised water	
8.	Scan bar-code with laser scanner. An audible beep with sound to confirm a successful scan.	
9.	Record capacity full of unit and note any issues, damage, vandalism	
10.	Replace insert in bottom of unit holding it in place with one hand while closing the lid with the other	
11.	Tighten screw	
12.	Return to vehicle and place waste into tank on vehicle	

## EnviroPoles Cleaning Procedures

### 3.3.4 Transportation and Cleaning of Temporary EnviroPoles

Item No.	Activity	Verified
1.	Temporary Enviropoles must be lifted by two persons onto the vehicle and off the vehicle and positioned onto a purpose built trolley carrying one unit at a time where you are unable to park at the exact location for placement.	
2.	Secure the temporary Enviropoles to the vehicle using rope	
3.	Secure unit by pegging into position on a grass surface. On flat harder surfaces, it would be safe to leave unit unfastened.	
4.	When cleaning a temporary unit, select an empty insert (each insert cylinder weighs 3kg empty) from vehicle rack and carry insert to EnviroPole location.	
5.	Release Enviropole cap with key and pull out insert with two hands and stand used insert on ground and replace with new insert.	
6.	Add 1.5 – 2.0 litres of deodorised water and secures cap.	
7.	Carry insert back to the vehicle depending on a safe distance or places used insert on trolley.	
8.	The operator returns used inserts to vehicle and places each one in racks provided.	

### Client Special Requirements
