

POLICY NAME: Sort/Clean-out  
Effective Date: January 1, 2018

## Purpose

To provide employees with training in a consistent manner for sorting client belongings for moving, donation, or disposal.

## Procedure

Garbage Bags –

- Black garbage bags for all trash
- White garbage bags are used for any items going to donation
- Designated bags/boxes will indicate shred/other

Boxes (see box policy) – In general the boxes must be in good condition – if not then we will want to recycle them.

Labeling – if necessary label the bags to indicate their destination. Such as animal shelter; Church; Salvation Army, etc. If using boxes be sure to label them as well.

Jewelry – if jewelry is found bring it to the attention of the Team Lead. It is then the responsibility of the Team Lead to show it to the client for direction or to establish an area to collect all jewelry to show the client/representative.

Money – if coins (general currency) are found put them in a container identified by the Team Lead – each person working the job should know its location. There may need to be more than one. If cash, credit cards, gift certificates, gift cards or uncashed checks are found bring them to the Team Lead.

Liquor – gather all liquor in one area. Team Lead will work with

client or their representative in regard to how to dispose or transport. You are not to transport or to accept as a gift.

Weapons & Ammunition – if found do not touch. Notify the Team Lead immediately for them to address with the client/representative.

Medications – if working with a client that is moving – identify and dispose of any expired prescription medications and leave unexpired medication for client. Nonprescription medications should be checked for expiration. If expired they should be emptied into a zip lock baggie to be disposed of properly. If working in a home with no living client the prescription medications should be emptied into a ziplock baggie for proper disposal.

Food – when sorting it is important to check for expiration dates on all foods. If the food is expired it should be disposed of. If the food is still good and the client is moving it will be packed at a later date. When cleaning out a house with no client any food that is unopened and not expired will be donated to the food pantry of choice as instructed by the client representative.

Batteries – all loose batteries will be collected for disposal. If the batteries are still in their container then we will save to move with the client or if there is no client (as in a clean-out) we will donate batteries.

Distribution of donated items – it is the responsibility of the Team Lead to transport or arrange for the transportation of the donation items to the appropriate location. If there is furniture to be donated the Team Lead is responsible for coordinating the pick-up from the client's/representatives charity of choice. Delivery of the donation items is part of the work hours and should be tracked if done at the completion of the job in a given day. Note that mileage is not paid for this. The Team Lead should ask for a receipt at all locations and be prepared to give the receiving

charity the client information if needed.

Trash Disposal – prior to the job a determination will be made as to how trash will be disposed of using home service, dumpster or hauling service. Team Lead is responsible for coordinating the drop off and pick up of dumpster if selected. If using a hauling service the Team Lead is responsible for coordinating that as well. Each team member is authorized to determine if an item should be disposed of or donated. A general rule of thumb is if you would buy it then it should be donated. Consideration should be given to the condition of the item .