# Acton Transfer Station and Recycling Facility Swap Shop Program

## **Hours of Operation**

The Swap Shop hours of operation shall be determined by the Acton Highway Department and posted at the facility. The Swap Shop operations will be open from the Spring through the Fall months. The hours of operation will be dependent upon the availability of the volunteers to oversee the program.

#### Drop-off

All items shall be dropped off in the facility and deemed acceptable by the attendant. All other items left outside of the building and/or not approved by the attendant shall be rejected and residents are required to take the item back with them.

## **Overloaded**

If the Swap Shop is collecting more items than it can handle, the staff and attendant have the discretion of refusing items.

## **Acceptable Items**

Items must be clean, dry and in good working condition

- Household items (glasses, silverware, pots & pans, folding chairs, etc...)
- Toys, games, puzzles (not broken or missing pieces)
- Tools (garden, mechanical, etc...)
- Lawn and Garden Equipment (bird feeders, hand tools)
- Sports equipment
- Baby/Child equipment

## **Non Acceptable Items**

- Child safety equipment, car seats
- Large and/or upholstered furniture
- Electronics, televisions
- Appliances
- Freon Items
- Clothing, Shoes, Bedding (linens or pillows)
- Lawnmowers, Snow blowers, other motorized equipment
- Mattresses
- Carpets
- Books
- Household hazardous materials (paints, varnishes, etc...)
- Demolition/Construction materials
- Food
- Anything broken or missing parts

## **Items Not Listed**

The acceptability of any item that is not specifically identified under the Acceptable or Non-Acceptable Items will be determined by the Staff.

### The Decision of the Staff is Final

Any complaints shall be submitted to the Highway Department by mail or email:

# 14 Forest Road Acton, MA 01720

## Highway@acton-ma.gov

All complaints must include the following written information:

- Name, address
- Contact info (telephone number or email)
- Explanation of incident and parties involved