

SERVICE DEPARTMENT



IMPORTANT INFORMATION REGARDING
RECYCLING & RUBBISH PICK-UP



Rubbish Collection Rules



All garbage for collection must be bagged or wrapped and stored inside rigid containers with tight fitting lids. All containers must be made of galvanized metal or weather resistant plastic, **not to exceed 32 gallons in capacity and 50 pounds filled weight**. All rubbish containers must be maintained in a sanitary condition at all times. ([See Codified Ordinance 1064.02](#))

All rubbish to be collected must be placed on or adjacent to the driveway and accessible for collection. **Do not leave rubbish containers beside the garage for collection.** To avoid mistaken pickup of any non-rubbish items, please keep a 10 foot radius around your rubbish.

If you are doing home remodeling, your contractor is responsible for disposing of all construction materials not in the City.

SUMMARY:

- ⇒ Rubbish cans not to exceed 32 gallons/50 lbs filled
- ⇒ Rubbish placed adjacent to driveway and accessible for collection
- ⇒ **NO** construction materials

Rubbish Schedule

Rubbish and recycling materials are collected once a week. If you do not know your collection day, call the Service Department at 932-7800 during business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., or click on the [Rubbish Schedule](#).

***** All rubbish to be collected on your designated day must be put out and ready for pick-up by 7:30 a.m. *****

If your house is missed, please notify the Service Department. Collection will be made up on the next work day.

During the winter months, driveways must be kept clear of snow and ice to allow entry onto your driveway and access to your rubbish. Collection may be delayed one day following a major snow storm or sub-zero temperatures.



SUMMARY:

- ⇒ Rubbish ready for pick-up by 7:30 a.m.
- ⇒ Skipped houses need to call the Service Department.
- ⇒ Driveways kept clear during winter months.

Recycling (with Rubbish)

All items listed can be mixed in a clear or blue tint bag (10 gallons or less). Tie bag with a knot. **DO NOT USE TWIST TIES.**

- ⇒ All glass bottles/jars (all colors); Metal cans/lids (aluminum, bi-metal and tin); Plastic containers (all numbers)
- ⇒ Newspapers: Place newspapers in a tied clear or blue tinted plastic bag, or tied in bundles with sturdy twine/rope next to regular rubbish. Newspapers and advertising inserts only. **NO MAGAZINES AT THIS TIME. MAGAZINES SHOULD BE DROPPED OFF AT CITY HALL'S SERVICE DEPARTMENT.**

If we have difficulty collecting your papers because of improper packaging, we will be forced to deposit those papers in the regular rubbish.



RECYCLING...

- ⇒ Reduces cost and hazards of disposal.
 - ⇒ Conserves natural resources and energy
 - ⇒ Returns valuable material to commerce
- EASY ~ TAKES LITTLE TIME ~ DO IT!**

Recycling 101

ALL GLASS BOTTLES & JARS (Clear / Brown / Green)

PLASTIC CONTAINERS NUMBERED 1—7 (plastic lids are also recyclables)

METAL CANS (includes aluminum foil, trays and aerosol cans; metal lids opened by a can opener)

PAPER (will be picked up as long as it is in a separate bag, or can be dropped off at the Service Department)

Recycling: Residents are encouraged to recycle to save needed landfill space, save energy and help develop a sense of responsibility in conserving the world's resources.

Please do not use bags that exceed 10 gallons in size for recycling. Large bags will not fit into the recycling basket on the rubbish scooters.



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**EASY ~ TAKES LITTLE TIME ~
DO IT!**

Yard Waste (April Only)

Spring Cleanup Program: During the month of April ONLY, the following items can be placed for collection on the tree lawn:

BRUSH/BRANCHES: Untied, piled loose and stacked in the same direction. **LOGS:** Cut into two (2) foot lengths, not to exceed 50 pounds in weight. **LEAVES:** Loose, piled or placed in kraft bags (same as in Fall). **OTHER:** Including grass, must be placed in kraft bags. **NO PLASTIC BAGS ON TREE LAWN.**

LEAVES: From October through December, leaves may be piled up on your tree lawn for collection on a rotating basis. (There is no set schedule for pickup of leaves on the tree lawn), OR put leaves in kraft bags and place them on your tree lawn for collection on your regular trash day. (Best Way!)



SUMMARY:

- ⇒ April ONLY
- ⇒ Yard waste for compost on front tree lawn.
- ⇒ Yard waste for regular disposal in rear yard with normal trash pickup.

Yard Waste (Except April)

Yard waste must be placed in a kraft bag in the front yard for composting.

GRASS & LEAVES: Placed in bags or rubbish cans (cans must be made of galvanized metal or weather resistant plastic, not to exceed 32 gallons in capacity and 50 pounds filled weight). **BRUSH:** Bundled not longer than four (4) feet in diameter. **LOGS:** Cut into two (2) foot lengths and not to exceed 50 pounds.

Excessive amounts of yard waste is considered a "Special Pickup".

NOTE: Any bags with leaves or other yard waste placed with the weekly rubbish in the rear yard, will be picked up and discarded with your other rubbish, this includes kraft bags. **If you are having tree work performed by a contractor, the contractor is responsible for the removal of any brush and/or logs.**



SUMMARY:

- ⇒ Yard waste for compost on front tree lawn.
- ⇒ Yard waste for regular disposal in rear yard with normal trash pickup.
- ⇒ Contractors responsible for own debris.

Hazardous Household Waste Disposal

Because of storage issues, the University Heights Service Department can **no longer** accept the following items from the public: **gasoline; used motor oil; antifreeze; solvents; cleaning supplies; pesticides; herbicides; latex paint; oil-based paint; alkaline batteries; and any other hazardous household items.**

For disposal options, please call the Cuyahoga County Solid Waste District at (216) 443-3700, or the Service Department at (216) 932-7800 x 215.

Items that can be brought to the Service Department to be recycled are mixed paper, cardboard, computers, computer accessories, tires, car batteries and nickel cadmium batteries (rechargeable type).



SUMMARY:

- ⇒ See list of unacceptable hazardous materials
- ⇒ Call Cuyahoga County Solid Waste for disposal options or the Service Department

Special Pick-Ups

Special pick-ups are designed for the collection of bulk items that will not fit into the hopper of a rubbish scooter, and larger quantity of items. There is an \$8.00 fee for each special pick-up load (pick-up truck is 3.25 tons or 5x8). This fee must be paid in advance (cash or check only) at City Hall between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Payment can also be made at the University Heights Police Department when City Hall is closed.

Acceptable Items Collected = appliances; furniture; carpeting; wood/tree limbs & branches; railroad ties, etc. (all of which need to be boxed, bagged or tied, and less than 50 lbs and under 4 ft. in length/2 ft. in diameter); oil-based paint cans (dried out). *(Continued on next page...)*



SUMMARY:

- ⇒ \$8.00 per load (cash or check only)
- ⇒ Truck load = 3.25 tons or 5x8 in size.
- ⇒ **See Acceptable Items list**

Special Pick-Ups *(Continued)*

Unacceptable Items Collected (Considered Construction Materials) = lumber; flooring materials (tiles/wood slats); concrete; bricks; dirt; roofing materials; asphalt; drywall; kitchen cabinets; windows. **Construction materials must be removed by a contractor!** *(See Ordinance 2007-17)*

All rubbish cans included in a special pick-up will be discarded, no exceptions.

Special pick-ups are arranged on a first-come, first-serve basis. The City cannot guarantee a specific time or day for collection.

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SUMMARY:

- ⇒ See Unacceptable Items list
- ⇒ Rubbish cans will be discarded if included in pick-up
- ⇒ First-come, first-serve basis

Special Pick-Ups *(Continued)*

Agencies assisting the needy appreciate receiving old furniture, appliances, clothing and other usable discarded items. A copy of *Pass It On*, a resource guide to charitable institutions and agencies in the Greater Cleveland area that are in need of donated items, can be obtained at City Hall.

If you have any questions, please contact the Service Department at (216) 932-7800, Monday through Friday, 8:00 a.m. to 4:00 p.m.



SUMMARY:

- ⇒ Pick-up a copy of *Pass It On* for information on donating all sorts of items
- ⇒ Contact the Service Department with any questions

Christmas Tree Removal

Seasonal: Christmas trees should be placed on the tree lawn for collection. These trees will be ground-up and used as mulch. Because of this, please refrain from using tinsel on your tree, it does not compost readily.

