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Town of Lee, NH > Transfer Station > Swap Shop

Revision:

	Author	Reason
Feb 2022	Martin T. Huw P.	Draft
March 2022	Martin T.	<p>Volunteer Review, Add Copyright</p> <p>C1 Add We are not a Registered Charitable Organization</p> <p>C2 Add additional Reject suggestions in Item Acceptance Flow and add missing "No" in Other Org workflow on Item Retention Flow</p> <p>C4 Add Guideline on postings</p> <p>C5 Introduction update, Add: Age requirement, Share Site Owner: location and Access</p> <p>C6 Add Use and Retention section. Volunteer Agreement Form, add age requirement</p> <p>C7 Change Title, format list of Organizations into two columns</p>
6April2022	Martin T.	<p>Public Works Director review, Release document</p> <p>C3 Not acceptable: Clothing ... change &amp; Pillows to (No Pillows)</p> <p>C5 Volunteers,</p> <p>1. Change at least 18 to at least 16</p> <p>Summer, Add reasons to close, Wind, Heat, Humidity, No Volunteer</p> <p>Health and Safety, Add AED kit in T.S. Office, Water in Office, Do not drink tap water.</p> <p>Clarify Injury reporting</p> <p>C6 Forms: Volunteer Agreement Form, 2, Change at least 18 years to at least 16 years, Add Schedule</p>

## Chapter 1 What is the Swap Shop

### Town of Lee, NH Transfer Station, Swap Shop

The purpose of the Swap Shop is to provide a location for the free exchange of items between the residents of Lee NH. Items that are in good working order will be accepted. They may be dropped off at the Swap Shop building when it is open and attended. They are made available for town residents to take for personal use and are not intended for re-sale.

The Swap Shop attendants are Volunteers. They do not receive compensation from the town. There is a Volunteer Coordinator and Senior Volunteers that organize the shop. We are a function of the Transfer Station but are not involved with the Recycle/Trash/Bulk areas. Our contact information is on the town web site under /Transfer Station/Swap Shop.

<https://www.leenh.org/transfer-station/pages/swap-shop>

Items left at the Swap Shop become the property of the Town of Lee, NH to pass on, or dispose of, as determined by the Swap Shop Volunteers. Items should be in working order and reasonably clean.

The Swap Shop does not have the capability to repair damaged items and limited facilities for cleaning items brought into the facility. As such, items may be rejected if they are in poor condition, dirty, malfunctioning, or broken. There is limited space for donated items. A reasonable effort will be made to find new owners for the items dropped off. Space requirements may mean some items will need to be disposed of, or re-cycled as needed.

Items residents take from the Swap Shop are done so at their own risk and no liability is assumed by the Town of Lee, NH.

The Town of Lee Swap Shop social media site is the official Town of Lee NH Government site and the town “e-crier” newsletter. <https://www.leenh.org>

Social Media sites such as Facebook that have used the “Swap Shop” in picture or nomenclature are not owned or operated by the Town of Lee, NH, or the Town of Lee, NH Swap Shop. Notices from the Town Swap Shop may appear on these social media sites at the discretion of the media site owner and are posted for the benefit of town residents.

The Town of Lee Swap Shop is not a registered charitable organization.

## Chapter 2 Items we Accept

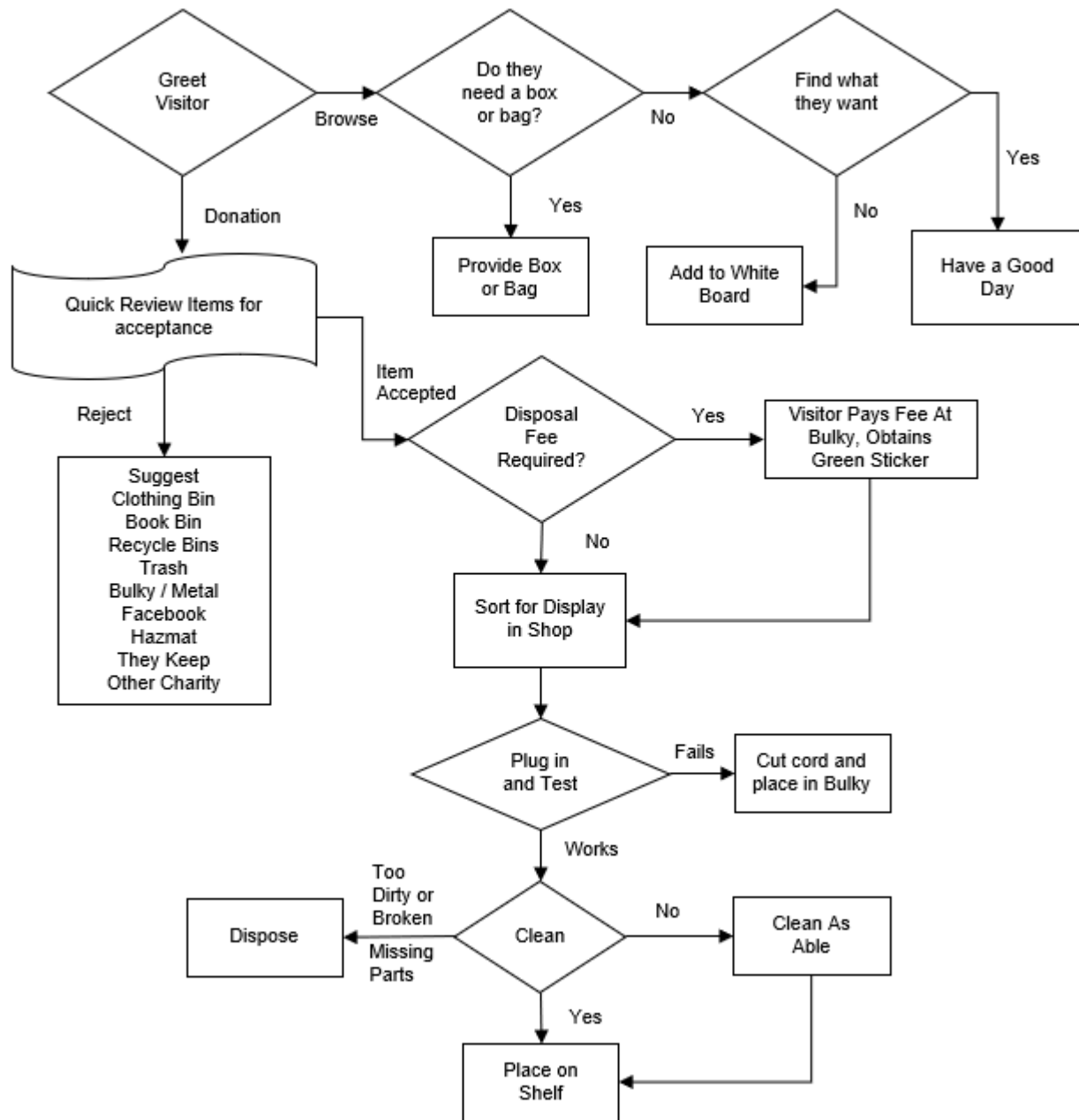
In general, we accept items used around the house, workshop, or office.

- Donations should be reasonably clean, in working order, and include all parts for that item.
  - Electrical cords should not be frayed or damaged.
  - Light switches on lamps should be functional
  - Items should include the charger for rechargeable operated devices
  - Include the power supply for items that do not plug directly into a standard 110V or 220V AC outlet.
  - Remote control cars and toys should include the remote control
  - Non-stick pots and pans should not have damaged Teflon surfaces
- Some items may require a bulky waste fee paid before they may be accepted.
  - Example items: Particle Board Furniture, Chest of Drawers, Couches, Electronics, Printers, Monitors & Televisions, Appliances containing freon. See Transfer Station Guidelines
- During the winter time we do not take large bulky items as we are limited on storage space.

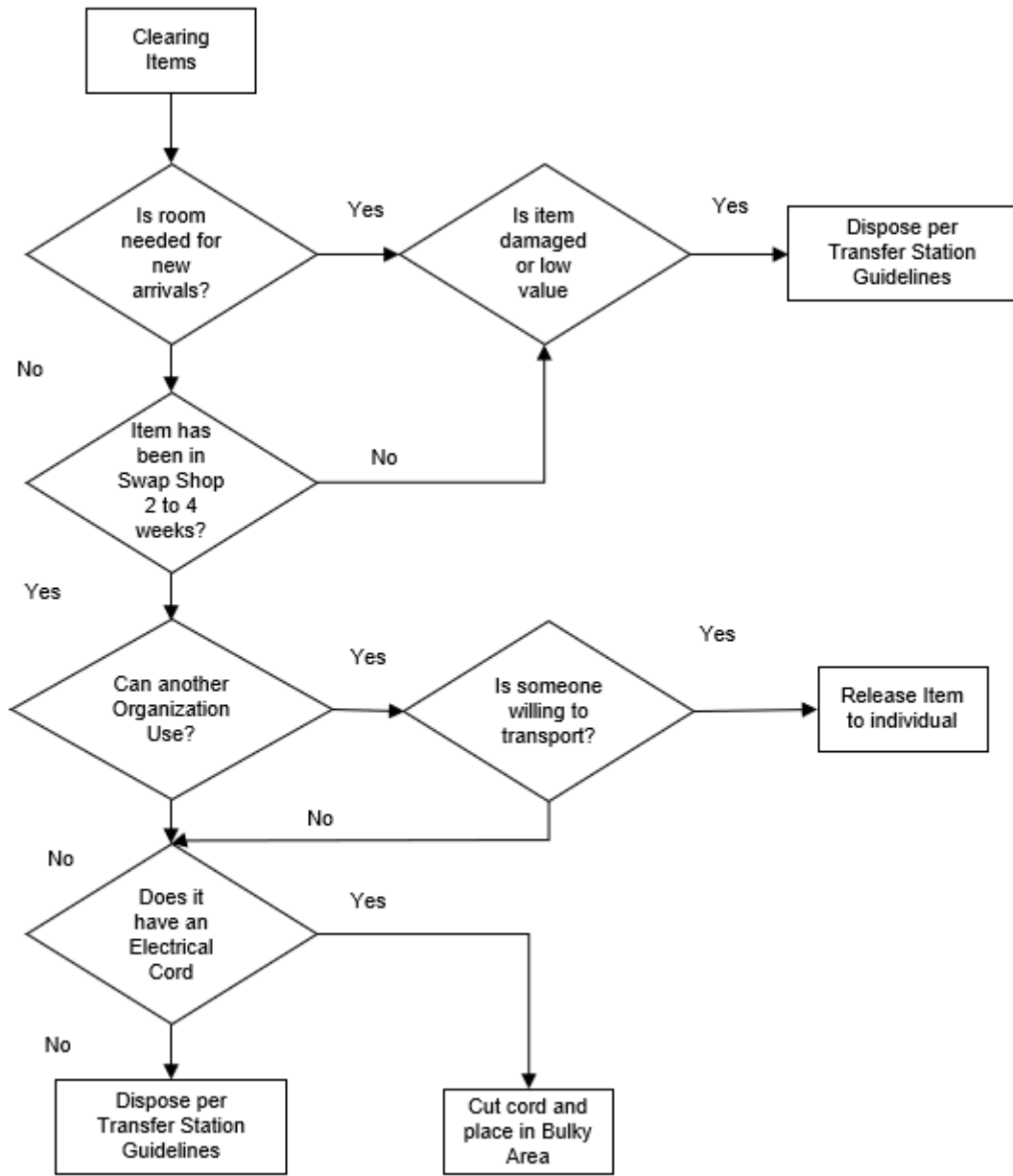
Specific Examples of what we accept:

- Bicycles, tricycles, scooters (during the warm months)
- Books of general interest. Other books may be left in the collection bin behind the Transfer Station
- CD, DVD, VHS, and Cassette tapes
- Craft Supplies (no chemicals)
- Dehumidifiers > a disposal fee is required
- Electronics >, clocks, cables, speakers, telephone, portable radio/player
  - VHS & DVD players, Monitors, Televisions, and Printers > a disposal fee is required
- Fans, Heaters, Humidifiers.
- Furniture > with covering in good condition and all parts included
- Holiday decorations > Please drop off before the holiday.
- In season sports gear (but not helmets)
- Kitchen Items > Clean pots and pans, food processor, toaster, electric grille, dishes, flatware, glasses, mugs, drink containers, utensils
- Knick- Knacks
- Lamps and lights, with or without the shade
- Pet dishes, leashes, supplies, crates
- Picture frames with or without pictures
- Small Appliances > Microwaves require a disposal fee
- Small Home repair items
- Small Office Items > equipment, supplies, and cards
- Suitcases, back packs, gym & carry bags, pocket books, and storage bins
- Tools
- Toys, games, puzzles (complete), crayons, drawing supplies, dolls, cars, etc.

Item Acceptance Flow



Item Retention Flow



## Chapter 3 Items not Accepted

<b>Non-Acceptable Items</b>	<b>Where they go</b>
Alkaline Batteries	Dispose in Trash
Large Appliances (Washer/Dryer etc.)	Metal bin, if it has Freon, then there is a disposal fee.
Batteries (rechargeable, Lead-Acid, Button cell)	Universal Waste, Table by the glass bin
Car Batteries	Bulky building
Carpet/Rugs	Bulky building - disposal fee maybe required
Cell Phones	Table by the glass bin
Child car seats	Dispose in trash
Construction/Demolition material (wood/plastic windows, doors, fence, boards, sheetrock, cabinets, toilets, sinks, etc.)	Bulky building
Cosmetics	Dispose in Trash
Clothing, shoes, fabrics, bed linens (No Pillows)	Donation Bins
Explosives/Flares/Fireworks/Ammunition	Not Allowed in Transfer Station
Food	Dispose in Trash
Helium tanks, Fire Extinguishers, Metal Gas Cans (even empty)	Bulky Building
Helmets	Dispose in Trash
Health Appliance: CPAP, Pumps, Glucose Monitor	Bulky Building
Household Hazardous Waste Materials (all oil paints, varnishes, chemicals, fuels, poisons, etc.)	Save for household hazardous waste day
Lawnmowers, Snow blowers, motorized equipment, large exercise equipment (all large metal items)	Metal Drop off area
Florescent bulbs	Universal Waste, Table by the glass bin
Liquids (soaps, chemicals, cosmetics, sprays, poisons, fuels etc.)	Trash or save for household hazardous waste day
Mattresses, Box springs	Bulky Building
Magazines	Library
Medications/Needles/Sharps	Public Safety Complex
Mercury items (florescent bulbs & tubes, thermometers, thermostats, etc.	Universal Waste, Table by the glass bin
Pianos/Organs	Bulky Building
Propane/Oxygen/Other gas tanks	Bulky Building
Textiles	Collection Bin behind Transfer Station
Trailers	Bulky Building
Trophies	Trash
Smoke and Carbon Monoxide detectors	Universal Waste, see employee
Stuffed Toys	Trash
Weapons	Not Allowed in Transfer Station

General Disposal Guidelines are located under the Lee NH Sustainability Committee website:

[One Bin at a Time Transfer Station Guide](#)

## Chapter 4 Guidelines for Residents

1. Patrons of the Swap Shop are to have a residence in the Town of Lee NH.
  - a. Guest may be accompanied by a Town of Lee Resident.
2. Have a current Transfer Station Sticker.
3. Donations are not to be left while the Swap Shop is closed.
4. Donations should be clean, in working order, and include all parts for that item.
  - a. Electrical cords should not be frayed or damaged.
  - b. Light switches on lamps should be functional
  - c. Include charger for rechargeable operated devices
  - d. Include the power supply for items that do not plug directly into a standard 110V or 220V AC outlet.
  - e. Remote control cars and toys should include the remote control
  - f. Non-stick pots and pans should not have damaged Teflon surfaces
  - g. Pay any disposal fees required and obtain a signed Green Sticker from the Bulky Office before leaving items.
5. Posting of items that are too large for display or for Community free functions at the Swap Shop should meet the following guidelines. They will be posted on the white board for 2 to 4 weeks depending on space availability.
  - a. No larger than 8.5 x 11 inch
  - b. Offered for Free
  - c. Include Contact information
  - d. Date posted
6. Vehicles
  - a. Are to be Parked along the fence
  - b. Are not to be left in the Bulky drop off area while in the Swap Shop
7. Do not dismantle items in the Swap Shop
8. The Select Board has set one 15 minute visit per day as a “normal” visiting time.
  - a. Children should be supervised by an adult.
9. Follow posted guidelines for use of infectious disease masks and precautions



## Chapter 5 Guidelines for Volunteers

Volunteering at the Swap Shop is a rewarding experience. We keep items from going to the landfill. Bring enjoyment to the residents that find a new treasure. Help pass along items that are handed down to the next generation. We help others that may not be able to have an item that has been passed along. It is a great way to meet our neighbors in town. We work with a great team of Volunteers on finding new homes for pass along items.

We are the face of the Town to residents. Always be pleasant. Sometimes you may need to be firm when turning away donations. Explain why we cannot take an item and/or provide suggestions for other alternatives or organizations for their items. The fact they have brought something to share with the town means they feel the item has a value, either sentimentally or in real value.

- We do not accept monetary donations nor charge for our service.
- All items accepted are free for personal use by Town residents.
- We do not advertise, or place items that are for Sale, in the Swap Shop.
- We do allow free postings for the benefit of Town Residents. See guidelines under [Chapter 4](#)

### Volunteers

1. Volunteers at the Lee Transfer Station must have a residence in the town of Lee, NH and are at least 16 years of Age.
2. New volunteers will 'shadow' an experienced volunteer to obtain hands on experience.
3. Volunteers are responsible for arriving before their shift.
4. If a Volunteer is late, or will miss their shift, they are responsible to:
  - a. Find a replacement volunteer to cover their time slot
  - b. Calling/Texting the volunteer waiting for them at the Swap Shop if they are going to be late.
  - c. If no one can cover a time period, then the Swap Shop will be closed and locked.
5. Volunteers shall sign in and out for their shift in the log
6. Volunteers are to wear identifiable clothing, safety vests, and/or name tags
7. Volunteers should greet the donors. They may assist in unloading items.
8. Volunteers may reject Items if:
  - a. In poor condition, wet, moldy, dirty, or broken
  - b. They do not meet the "Items we Accept" requirements in [Chapter 2](#)
  - c. They are on the "Items not Acceptable" list in [Chapter 3](#).
9. As time allows,
  - a. Sweep the floor
  - b. Clean and straighten the shelves.
  - c. Break down extra cardboard boxes, take the cardboard into the Transfer Station
  - d. Put excess and broken glass and ceramics in the container provided.
  - e. Empty the glass container.
  - f. Put trash in the outside bin. Notify Bulky Waste if the bin needs to be emptied.

### Volunteer Coordinator

- The Volunteer Coordinator is recommended by the Senior Volunteers and approved by the Public Works Director.
  - Contact point for new volunteers
  - Main contact for all Volunteer and Town Resource communications
  - Coordinates the Schedule of Volunteers to provide sufficient coverage
  - Maintains and updates the Operation Guide
  - Communicates Operation changes
    - To and from all the Volunteers
    - To the Transfer Station/DPW Manager
    - To the Town of Lee Government website and e-crier
    - To other informational sources as needed
  - Assigns duties to the Volunteers as needed for operation of the Swap Shop

### Senior Volunteer

- The Senior Volunteer(s)
  - Have worked at the Swap Shop for at least one (1) year, continuous or accumulated, and at least four (4) hours per week during that time.
  - Provide guidance on changes to operations and shelf displays
  - Provide guidance to new Volunteers during shift operations
  - Provide feedback from the Volunteers to the Volunteer Coordinator
  - Approve removal of items to be sent to refurbishment centers or other charities.

### Share Site Owner

- Share Site Owner(s)
  - Selected by the Volunteer Coordinator
  - Maintains the [Google Share Site](#) for document storage
  - Maintains Site access for Volunteers and Town of Lee Officials as required
  - Maintains the Google email group, adding and deleting members as required
  - Maintains the Contact list of Volunteers on the Google Share Site

### Schedules

- Schedule assignments will be arranged by the Volunteer Coordinator.
- The current Schedule will be posted on the Bulletin board and on the share site.
- New Volunteer contact information will be collected by the Senior Volunteers or the Volunteer Coordinator. If the Shift Leads collects the information, that will be passed onto the Volunteer Coordinator. The New Volunteer will then be assigned a Shift and provided an orientation.

## Opening and Closing

### 1. OPENING

- a. Place the speed bumps in the roadway and cones along the drive as needed
- b. Turn on the lights and AC, Fans, or Heat
- c. Open the Garage Door
- d. Flip over the OPEN/CLOSE sign and hang out the Flag
- e. Set out the Bulky Items

### 2. CLOSING:

- a. All items need to be indoors (winter) or neatly placed next to the building (summer).
- b. Speed bumps and traffic cones set off to the side (removed in the winter)
- c. Flag brought inside and flip over the OPEN/CLOSE sign.
- d. Heat, AC, Radio, and lights turned off.
- e. Doors closed and locked

## Summer Operations

- Bulky Items are accepted during the warmer months after snow season has ended. They are displayed in the area in front of the building.
- Smaller outside items need to be brought in at night. Leave a passage way through the building.
- A few large items maybe left outside but shall be placed next to the building.
- Bulky Items are to be put out in the morning and the aisles cleared inside the building
- Notify Transfer Station personnel of Bulky Items that are to be disposed.
- The Shop will be closed if:
  - There is too much Blowing Wind
  - If the temperature is above 100 °F or excessive Heat and Humidity
  - If we do not have Volunteers available

## Winter Operations

- Large Bulky Items that will not fit inside the Swap Shop at the end of the day are not accepted from mid December until mid April.
- The area in front of the Swap Shop is to be kept clear for snow removal and sanding. See the Transfer Station personnel if sand needs to be spread in front of the building and/or the parking area.
- Traffic cones, and other outdoor items, need to be removed at night.
- The Shop will be closed if:
  - There is too much Blowing Wind, Rain, or Snow
  - The schools are closed, or on remote learning due to weather
  - On Saturday, if the weather is such that the schools would be closed or remote
  - If the Temperature is below 10 °F wind chill
  - If we do not have Volunteers available

## Items

- Items that require a disposal fee, and Bulky / Heavy items, need to have an initialed green circle sticker affixed to them. These fees are paid at the Bulky Waste office.
- Items from the Swap Shop are intended for personal use.
- Volunteers may collect items for their own use. Use discretion when placing in your vehicle.
- Residents may request items via the white board.
  - They need to be picked up within a week of being notified.
  - Write the date on the whiteboard when they are called.
  - Put a sticker with their name on the item and set the item in the “To be picked up area”.
- Items “For Sale” are not posted or displayed at the Swap Shop.

## Changes

- Changes on the categories of what is stored on a Shelf
  - Should have input from multiple shifts before the change.
  - Should be approved by the Senior Volunteers and the Volunteer Coordinator.
- Changes to, or Additional shelves and/or tables
  - Should have input from multiple shifts before the change.
  - Should be approved by the Senior Volunteers and the Volunteer Coordinator.

## Disposal of Items

While ever effort is made to find a new home for donated items, some items will need to be removed and disposed to allow new items to be displayed. Generally, we try to keep an item for two to four weeks as most people stop by the Transfer Station and Swap Shop within that time period. Kitchen Items, Toys, Games, and Puzzles may become too crowded and need thinned out more frequently. Broken, Damaged, and/or Dirty items should be recycled as appropriate. Use discretion on removal of items in front of residents.

Follow the guidelines for disposal of items listed in Chapter 2 “[Items Retention Flow](#)”

Excess Items may be taken to other donation organizations, or for refurbishment. They should not be taken until the acceptable time period for displaying an item has been reached, or with the approval of a Senior Volunteer or the Volunteer Coordinator. A list of Other Organizations is in [Chapter 7](#) for reference only.

## Health and Safety

- It is recommended to keep personal items in your locked vehicle.
- 
- Keep Aisles clear. Avoid having items hang out or blocking the aisle.
- Keep the area in front of the Fire Extinguisher clear.
- 
- Know the location of the First Aid Kit.
  - AED Kit is located in the Transfer Station Office
- 
- Water is available in the Transfer Station Kitchen.
  - Do not drink the tap water due to Arsenic levels.
- 
- Report any injuries to the Senior Volunteer and Volunteer Coordinator. They will report to the Transfer Station Foreman and Public Works Director.
  - If immediate medical attention is required, call 911 first for response.
- 
- Notify Transfer Station personnel if a florescent light bulb or Mercury containing device is broken.
- 
- Do not lift heavy items by yourself. Hand trucks are available inside the Transfer Station.
- 
- When working outside, be aware of Traffic.
- Keep the area in front of the Shop free of vehicles and open for pedestrians.
- Place Speed Bumps and Cones to protect Visitors and Volunteers.
- 
- Bathroom facilities and the kitchen area in the Transfer Station Office maybe used by the Volunteers.
- If going inside the Transfer Station, be aware of Skid Steer and Fork Truck traffic. Presume they cannot see you.
- Use the outdoor office entrance when available.
- 
- Infectious disease precautions
  - Feeling Ill, then stay home and notify others that you will not be in for your shift
  - Follow CDC guidelines for Quarantine and Isolation requirements
  - Follow current CDC and State precautions for infectious disease mask usage

## Chapter 6 Forms

### Use and Retention

1. New Volunteer Contact Form
  - a. Used to collect initial contact information from an individual interested in Volunteering
  - b. Will be filled out by the new Volunteer
  - c. Will be passed onto the Volunteer Coordinator for initial contact
  - d. Will be passed to the Share Site Owner to update the mailing and contact list
  - e. The form will be properly disposed after the email and telephone numbers have been confirmed and recorded in the contact list.
2. Volunteer Agreement Form
  - a. Used as an overview and short introduction to basic Swap Shop Guidelines.
  - b. Will be read, contact information filled out, and signed by the Volunteer. It will be completed on or before their first day of Orientation.
  - c. Will be retained until 6 months after the person is no longer an active volunteer.
  - d. Once the form is no longer retained, it will be properly disposed
3. New Volunteer Training / Introduction check List
  - a. Used as a guideline for new Volunteer orientation.
  - b. Maybe retained by the new Volunteer for future reference.
  - c. There is no tracking requirement for this form by the Swap Shop and no retention period required
4. Sign In / Sign Out
  - a. Used to track when Volunteers are working at the Swap Shop.
  - b. The actual form format is what is important and a notebook, ledger, or an electronic version maybe used in place of the form exhibited in this Guideline
  - c. Will be retained for one year. It will be retained for a longer period in the case of insurance or legal actions are in process and until those actions are completed.
  - d. Once the form is no longer retained, it will be properly disposed.
5. Opening / Closing
  - a. Used as a general Guideline on task needing completed when Opening and Closing the Swap Shop. The order of the tasks is not important.
  - b. If the Swap Shop is closed mid day, and will reopen later that day, then not all the items need to be completed
  - c. There is no tracking requirement for this form and no retention period required
6. Schedule
  - a. Used for showing the Schedule of Volunteers
  - b. Is posted on the Bulletin board at the Swap Shop
  - c. Provided to the Volunteers electronically or in hard copy
  - d. Contact information on bottom of form should be hidden from public view.
  - e. Once a particular Version is no longer in effect, it will be properly disposed after 1 year

New Volunteer Contact Form

Please Print

Name

Telephone Cell

Home

Email

Available times:

New Volunteer Contact Form

Please Print

Name

Telephone Cell

Home

Email

Available times:

New Volunteer Contact Form

Please Print

Name

Telephone Cell

Home

Email

Available times:

## Volunteer Agreement Form:

1. Volunteers at the Lee Transfer Station Have a residence in the Town of Lee, NH.
2. Are at least 16 years of age.
3. Volunteers are responsible for arriving before their shift.
4. If a Volunteer is late, or will miss their shift, they are responsible to:
  - a. Find a replacement volunteer to cover their time slot
  - b. Calling/Texting the volunteer waiting for them at the Swap Shop if they are going to be late.
  - c. If no one can cover a time period, then the Swap Shop will be closed and locked.
5. Volunteers are to wear identifiable clothing, safety vests, and/or identification tag.
6. Volunteers shall sign in and out for their shift in the log.
7. Volunteers should greet the donors. They may assist in unloading items.
8. Volunteers may reject Items if:
  - a. In poor condition, wet, moldy, dirty, or broken
  - b. They are on the "Items not Acceptable" list.
9. As time allows,
  - a. Sweep the floor, straighten and clean the shelves.
  - b. Break down the cardboard boxes, take the cardboard into the Transfer Station
  - c. Put excess and broken glass and ceramics in the container provided. Empty the glass container.
  - d. Put trash in the outside bin. Notify Bulky Waste if the bin needs to be emptied.
10. OPENING
  - a. Place the speed bumps in the roadway and cones along the drive
  - b. Flip over the OPEN sign and hang out the Flag
  - c. Open Garage Door, turn on AC, Fans, and/or heat
  - d. Clear aisles of Bulky Items
11. CLOSING:
  - a. All items need to be indoors (winter) or neatly placed next to the building (summer).
  - b. Speed bumps and traffic cones set off to the side (removed in the winter)
  - c. Flag brought inside and flip over the CLOSED sign.
  - d. Heat, AC, and lights turned off
  - e. Fans and portable heaters unplugged
  - f. Doors locked
12. Items that require a disposal fee and Bulky / Heavy items need to have an initialed green circle sticker affixed to them. These are acquired at the Bulky Waste office.
13. Safety: be alert around the skid steers and fork trucks. Follow CDC infectious disease guidelines.
14. The Select Board has set one 15 minute visit per day as a normal visiting time.
15. Volunteers may collect items for their own use. Use discretion when placing in your personal vehicle.
16. Review the Town of Lee Swap Shop Operation Guide located at the sign in desk, or at the web site.

Please print:

Name

Phone: Cell

Home

Email

Signature

I agree to receive Text messages from the Swap Shop

I agree to receive emails from the Swap Shop Google Group

Date



## New Volunteer Training / Introduction Check List

- Sign Volunteer Agreement Form
- Introduction:
  - What is the Swap Shop
  - What may be taken by Patrons
  - Volunteers are Patrons, but be discrete
  - What must stay for Volunteer Operations, How to tag as Swap Shop Property
- Front Desk
  - Sign in Sheet
  - Vest and Badges
  - Schedule location
  - Operation Guide
  - Tools and extension cord
  - Watch things do not walk
  - Lock your car
- Open / Close Process >
  - Key location > Sign and Bulk Office
  - Light Switches
  - Heat, AC, Fan set up
  - Traffic Cones and Speed Bumps In/Out
  - Summer Bulk items
- Bulky Station and Green Tag Process
- Winter vs Summer Donations and Bulk display
- Review each shelf location
  - Over view of General Acceptance criteria for each area
  - Test Electrical items
  - Check inside for mouse nest, mold, and lost personal items
  - Quick turn exceptions
- Disposal and Recycling
  - Glass and Ceramic Recycle, Volunteer empty
  - Cardboard Recycle, Volunteer dispose
  - Book Recycle, Volunteer access
  - Fabric Recycle, Volunteer access
  - Trash Bin, Transfer Station empty
- Items Accepted
  - Test electrical items
  - Check power cords
  - Pet Stuffed toys
- Items Not Accepted
  - Car Seats
  - Helmets
  - Weapons
  - Chemicals
  - Children Stuffed toys
- Tour Transfer Station Facility
  - Safety around equipment
  - Glass Bin
  - Rest Rooms & Kitchen
  - Fluorescent bulbs – Note Mercury Hazard
  - Book Bins
  - Cardboard Bin
  - Hazardous Waste, Only if taken by mistake
  - Crutches and Wheel Chairs
  - Hand Trucks
  - Bulky Office and Shovel (winter)
  - Metal Bins
  - Clothing Donation Bin

Sign in / Sign Out

Date	Name	Sign In	Sign Out

Open / Close

## OPENING

- Place the speed bumps in the roadway
- Place cones along the drive
- Unlock Door and return key
- Flip over the OPEN sign
- Sign in
- Turn on lights in Main building and Kitchen
- Turn on AC, Fans, and/or heat
- Open Garage Door
- Hang out the Flag
- Clear aisles of Bulky Items

## CLOSING:

- All items need to be indoors (winter) or neatly placed next to the building (summer).
- Speed bumps and traffic cones set off to the side (placed beside the building in the winter)
- Flag brought inside
- Flip over the CLOSED sign
- Verify the key is under the sign
- Heat, or AC, turned off
- Fans, Portable Heaters, and Radio turned off
- Lights Turned off
- Doors locked

Schedule

Revised MM/DD/YYYY > XXXX Schedule <

	TUESDAY	THURSDAY	SATURDAY
8-9			
9 -10			
10-11			
11-12			
12-1			
1-2			
2-3			
3-4			
4-5 close			
	Contact	This part is not for Public	Display
	F. Name, L. Initial (C/H) #		
			Substitute:

## Chapter 7 Donation Sites and Charitable Organizations

This list is for reference only. We do not endorse any particular Organization

### Wilkinson Food Pantry

[Wilkinson Food Pantry website](#)

Hours: Open the first and third Mondays of the month, from 6-7 pm  
Lee Church is the home of The Stephen Wilkinson Memorial Food Pantry.

### Lee Library

[Lee Library Website](#)

Monday – Wednesday 11-7  
Thursday 10-5  
Friday 10-5  
Saturday 9-12

### Facebook:

Swap Shop Treasures ~ Lee, NH

<https://www.facebook.com/groups/swapshoplee>

< This is not a town operated site >

### Goodwill

[Goodwill Website](#)

720 Lafayette Rd, Portsmouth, NH 03801  
(603) 430-2040  
204 Loudon Rd, Concord  
450 High St, Somersworth  
(603) 343-5560  
1292 Hooksett Rd Ste A, Hooksett  
19 Manchester Rd Ste C, Derry  
Hours:  
Monday - Saturday 9 AM - 9 PM  
Sunday 10 AM - 7 PM

### Operation Blessing

[Operation Blessing NH website](#)

600A Lafayette Rd. 603-430-8561  
Portsmouth, NH  
Hours: Wednesday – Friday 10 AM -4 PM

### ReStore

[ReStore NH Web Page](#)

Located at:  
29 Fox Run Road Newington, NH 03801  
Phone (603) 750-3200  
Email: manager@nhrestore.org  
Donation Email Donate@nhrestore.org

### ReStore Hours:

Tuesday – Saturday 9:00– 5:00  
Donation Center Hours:  
Wednesday– Saturday 9:00 – 4:30

### Salvation Army

[Salvation Army Website](#)

15 Middle St, Portsmouth (603) 436-2606  
28 Signal St, Rochester (800) 728-7825  
18 Folsom Rd, Derry  
227 Sheep Davis Rd, Concord  
121 Cedar St, Manchester  
Days of week Open hours  
Monday - Friday 9 AM - 4 PM  
Saturday Closed  
Sunday 10 AM - noon

### Savers (Epilepsy Fndn)

[Savers, Newington NH website](#)

2064 Woodbury Ave  
Newington, NH 603- 427-0814

## Wilkinson Food Pantry

[Wilkinson Food Pantry website](#)

### Hours: Open the first and third Mondays of the month, from 6-7 pm

Lee Church is the home of The Stephen Wilkinson Memorial Food Pantry. The pantry stocks mostly nonperishable foods. Visits to the pantry are confidential. We service families from the towns of Lee, Durham, Madbury, Newmarket, and Nottingham. If you are experiencing a food emergency, or for questions, call the church office (603-659-2861).

#### Accepted Items

- Food, nonperishable items
- Paper Products, Paper Towels, Toilet Paper
- Personal Hygiene
- Pet food, open or closed

There is a Donation bin located behind the Lee Church and in the Market Basket at the Lee Circle. Weekly request are published on Facebook.

## Lee Library

[Lee Library Website](#)

Monday – Wednesday 11-7

Thursday 10-5

Friday 10-5

Saturday 9-12

#### Accepted Items

- Magazines
- Children Craft supplies

## Goodwill

[Goodwill Website](#)

**720 Lafayette Rd, Portsmouth, NH 03801 (603) 430-2040**

**204 Loudon Rd, Concord**

**450 High St, Somersworth (603) 343-5560**

**1292 Hooksett Rd Ste A, Hooksett**

**19 Manchester Rd Ste C, Derry**

#### Hours:

Monday - Saturday 9 AM - 9 PM

Sunday 10 AM - 7 PM

### For reference only, verify on the website

Goodwill happily accepts the following new or gently used items:

- Vehicles—We accept donations of vehicles in all conditions. Learn more and fill out a vehicle donation form on our Vehicle Donation Page to get started.
- Clothing, shoes and boots
- Jewelry
- Hats, gloves, mittens, and scarves
- Books, records, CDs, videotapes, and DVDs
- Games, toys, and sports equipment
- Housewares: dishes, glassware, kitchen utensils, lamps, and small appliances
- Collectibles, antiques, knickknacks, and other giftware
- Hand tools and small power tools
- Domestic: linens, curtains, blankets, etc.
- Electronics including but not limited to:
  - CPUs
  - Flat-screen monitors (no CRTs)
  - Hard drives
  - Laptops
  - Cell phones

- VCRs
- DVD players
- TVs working flat screen (no CRTs)

#### Goodwill's 2021 Cannot Accept

It's hard to say "no thank you" to a donation when those donations help to fund Goodwill programs. However, we do need to refuse some items for being non-recyclable or containing hazardous materials. Other times, the item must be refused because it costs more to transport, repair or refurbish than it can be sold for in our stores. Our donation attendants are trained to know what we can and cannot accept and will help guide you to other possibilities for donations we cannot use.

We CANNOT accept the following items:

- Air Conditioners. or other freon-containing appliances
- Ammunition or Weapons. including BB guns, pellet guns, and arrows
- Appliances, Large stoves, ovens, refrigerators, dish washers
- Automobile Parts
- Automotive hazardous waste such as tires, lead-acid batteries, additives, gasoline, oils, antifreeze, etc.
- Baby Equipment
- Bed Pillows
- Bike Helmets, Used
- Bunk Beds
- Carpet or carpet padding
- Chairs, stools, or couches
- Chemicals. household or industrial
- Construction Debris
- Copiers, Large Standing
- Cribs, car seats, walkers or other products that do not meet the current safety standards of the US Consumer Product Safety Commission, including recalled items.
- CRT Computer Monitors
- CRT TVs
- Desks or other office furniture
- Dressers, bookcases, entertainment centers, etc.
- Exercise Equipment, Large treadmills, Bowflexes, elliptical machines, etc.
- Fishing Tackle
- Flammable Liquids/Gases. lamp oil, gasoline, propane, kerosene, sterno, butane, etc.
- Food
- Fragrance items
- Furniture
- Furniture, Damaged. unsellable or broken condition
- Hard wired elec. Lights/lamps
- Hazardous Wastes - lead acid batteries, paints, fuels, solvents, oils, or equipment containing these
- Hospital Beds
- Household chemical products such as pesticides, paint, paint thinner, drain cleaner, oven cleaner, aerosols, and other environmentally unfriendly waste products.
- Humidifiers
- Large appliances such as refrigerators, freezers, stoves/ovens, washers/dryers, air conditioners, dehumidifiers, furnaces, trash compactors, water heaters, large console stereos, freon-based appliances, etc.
- Large exercise equipment
- "Lightbulbs. Used lightbulbs, including halogen lamps. \*\* We can accept only brand new household lightbulbs that are still sealed in their original boxes."
- Liquids. Lotions, chemicals, lamp oil, any liquid at all
- Mattresses and bed frames
- Mattresses, Box Springs, Waterbeds
- Medical Assistive Devices. Wheelchairs, walkers
- Personal care items such as shampoo, conditioner, nail polish remover, shaving cream, hairsprays, or shavers
- Pharmaceuticals
- Pianos and Organs

Town of Lee, NH > Transfer Station > Swap Shop

- Pianos or organs
- Plumbing fixtures or building materials
- Recalled Items Manufacturer recalled consumer items or items that do not meet current safety standards of the U.S. Consumer Product Safety Commission.
- Smoke Detectors
- Swing Sets
- Tables of any kind
- Televisions, CRT we cannot accept tube-style TVs in any condition.
- Traditional recyclables such as glass, newsprint, office paper, cardboard, plastics, magazines, junk mail, etc.
- Venetian Blinds we cannot accept used blinds. New are okay.
- Wall-to-Wall Carpeting
- Weapons such as guns, bows and arrows, ammunition, etc.

### Operation Blessing

[Operation Blessing NH website](#)

600A Lafayette Rd. 603-430-8561

Portsmouth, NH

Hours: Wednesday – Friday 10 AM -4 PM

We receive food, new or gently used clothing, household essential items, and financial donations.

We are in need of new or gently used pots and pans, coffee makers, toasters, microwaves and other essential household items.

(Dates and donation reception subject to change. Please check back for any updates or call Sharon at 603-430-8561)

### ReStore

[ReStore NH Web Page](#)

Located at:

29 Fox Run Road Newington, NH 03801

Phone (603) 750-3200

Email: [manager@nhrestore.org](mailto:manager@nhrestore.org)

Donation Email [Donate@nhrestore.org](mailto:Donate@nhrestore.org)

ReStore Hours:

Tuesday – Saturday 9:00– 5:00

Donation Center Hours:

Wednesday– Saturday 9:00 – 4:30

### **For reference only, verify on the website**

We encourage homeowners, builders, contractors, businesses and distributors to donate new or re-usable kitchen cabinets, appliances, furniture, doors, windows and building materials, as well as any inventory that is overstock or discontinued. The ReStore offers an alternative, cost-effective means for disposal of good, clean, reusable items and will provide the donor with a receipt suitable for tax deduction reporting .However...Please do not take offense when we ask questions about the items you wish to donate. We need to ensure that they are in the condition we know we can sell in the store. We do not have a repair shop, cleaning department or refinishing department.

We will screen all donations and have the right to refuse items. Please do not make the trip to the store to donate if you are not certain that the item(s) will be accepted.

Items need to be sales-floor ready and in no need of cleaning or repairs. We will refuse items that are not clean, have broken parts or do not work, are disassembled, have loose or chipped paint, or mold. Appliances must be cleaned inside and out before we will accept them. You may be asked to send photos if it is not clear to us the age, condition or quantity of the items based on our discussions and/or emails. Items that appear to possibly



contain lead will be refused, such as older painted doors and windows and older lighting fixtures with soldered pieces.

#### Acceptable Items for Donation

- Appliances – washers, dryers, refrigerators, microwaves, electric ranges, freezers, etc. We can not accept gas appliances, trash compactors or dishwashers. Must be “sales floor clean” in need of no cleaning, inside and out, electric only, in 100% working order, no missing or broken parts and 10 years old or less, microwaves must have rotating glass plate.
- Air Conditioners – 5 years old or less, can't contain R22 Coolant.
- Architectural Items – columns, antiques, mantles, etc.
- Cabinets – kitchen or bath complete with doors, drawers, and hardware intact (please do not remove doors and drawers from the cabinets). Must be cleaned with no damage, rot, food remains, mold, mice droppings or mice nest remains; remove all shelf paper and drawer liners.
- Carpet and Pads – must be new, we do not accept area rugs.
- Counter Tops – good condition, no chipped or loose laminate, straight pieces only with no corners, no sink or sink cut-out, minimum length 6-feet. If you are donating kitchen cabinets, we will gladly accept the countertops that go with them if they are in good condition.
- Doors – good condition, no broken glass, no holes or deep gouges, no water damage or splintering, no lead paint; sliding glass doors must be wood or vinyl (no aluminum) with all doors inside the complete frame, not broken apart. We do not accept bathtub or shower doors.
- Electrical – lights and fixtures in good working condition, no broken glass; parts and supplies; ceiling fans must be in complete working order with all pieces intact.
- Flooring – hardwood and laminate new in the box, new vinyl rolls, new carpet rolls, ceramic, stone or vinyl tiles (brand new only – 100 sq. feet or more).
- Furniture – case goods (wood, metal, glass) – tables, chairs, bureaus, bookcases, hutches (we will not accept a hutch top without the bottom cabinet), etc., in good, clean condition and not in need of any repair, no broken doors, drawers, legs, no missing or broken glass, no missing handles, chipping or peeling paint, no rot or mold, no stains; leather, Naugahyde, vinyl chairs and sofas in good, clean condition with no tears or stains; select high-end new or like-new upholstered furniture – requires manager approval; no bedding, mattresses or box springs.
- Hardware – door knobs, hinges, cabinet handles and knobs, locks. Nails, bolts, nuts, screws new in the box; no jars/cans of random nails, screws, etc.
- Insulation – Styrofoam boards, rolled fiberglass must be clean with backing in place and no tears and must be in contractor plastic bags
- Landscaping – patio and paving stone, brick, shovels/rakes, etc.
- Lumber – at least 8-feet, if deconstructed must be completely de-nailed, free of rot and water damage, and free of any twisting and bowing.
- Plumbing – Parts and supplies, sinks, tubs/showers, toilets only if brand new in the box; no containers of random fittings.
- Plywood – 4 x 8 sheets only.
- Roofing – shingles (full bundles only), roofing paper, ice & water shield, drip edge full lengths.
- Sheetrock – 4 x 8 sheets only.
- Tools – hand, garden, working power tools.
- Windows – insulated double pane glass, no broken glass, no fogging between panes, framed only (no sashes), no rot, mold or chipping paint on wood frames, no cut or broken sills, no broken cranks or missing handles on casement windows.
- Wood stoves – must be cleaned out.

#### Items We CANNOT Accept Include:

- Mattresses
- Box springs
- Televisions/computers/electronics
- Appliances that are dirty or broken
- Gas appliances , hot water heaters, furnaces
- Dishwashers or trash compactors
- Paint or stain
- Lead-based materials including painted doors over 30 years old
- Aluminum sliding glass doors/ glass door panels with no frames/ unassembled sliding glass or atrium doors/ glass shower doors

- Used toilets
- Vanity tops without the cabinet
- Toxic materials: pesticides/weed killer
- Window blinds/draperies
- Fluorescent lights or bulbs, recessed lighting, track lighting
- Window parts or pieces/single-pane windows/window sashes
- Unframed mirrors
- Glass panes
- Used carpet or rugs
- Used tile, flooring, etc.
- Pianos/organs
- Baby furniture
- Clothing/bedding
- Toys
- Dishes/glasses/houseware
- Weapons
- Exercise equipment
- Broken, dirty, moldy or incomplete items
- Unassembled items
- Trash

\* If you are unsure about whether we will accept a donation please call us: 603-750-3200. If you bring unacceptable items to the ReStore we can not allow you to throw them into our dumpster.

Thank you for understanding that we pay for waste removal, and any item donated that we must dispose of is a cost to us.

Items We are Not Accepting Currently! (Jan2022)

- Microwaves
- Bed Frames
- Air Conditioners
- Outdoor Items
- Pedestal Sinks
- Dining Room Tables with or without chairs
- Slabs of Granite
- Medicine Cabinets
- Single Dining Room Chairs
- Sewing Machines
- Door Knobs (Unless Antique)
- Anything Made of Particle Board

Salvation Army

[Salvation Army Website](#)

15 Middle St, Portsmouth (603) 436-2606

28 Signal St, Rochester (800) 728-7825

18 Folsom Rd, Derry

227 Sheep Davis Rd, Concord

121 Cedar St, Manchester

Days of week Open hours

Monday - Friday 9 AM - 4 PM

Saturday Closed

Sunday 10 AM - noon

**For reference only, verify on the website**

COVID-19 ESSENTIALS LIST

In addition to the Gently Used and New Goods listed below, we are currently accepting donations of the following essentials which will be distributed through to people seeking assistance at Salvation Army service units and for

## Town of Lee, NH > Transfer Station > Swap Shop

use in our Shelters, Senior Centers, Transitional Housing and other locations we provide direct assistance in the community.

- Non-Perishable Food
- Food items must be packaged in sturdy cans, boxes or bags. Avoid items packaged in glass.
- Baby Supplies
- Baby supplies may include formula, food, bottles, pacifiers, diapers and wipes.
- Hygiene Products
- Soap, deodorant, hand sanitizer and other hygiene items to provide to our homeless population
- Cleaning and Sanitizing Items
  
- Anti-bacterial spray (such as Lysol)
- Anti-bacterial wipes
- Bleach
- Dishwashing Detergent
- Laundry Detergent
- Hand sanitizer
- Paper Products
- Paper Towels
- Tissues
- Toilet Paper
- Clam Shell containers for food service
- Protective Gear
- N95 Masks
- Gloves

### ACCEPTABLE ITEMS

- Gently Used and New Donated Goods
- Antiques & Rare Items
- Bedding and Linens
- Bikes, Skateboards, and Scooters
- Books and Textbooks
- Clothing
- Home Décor
- Housewares and Small Home Appliances
- Jewelry
- Movies, Music, and Media
- Purses, Bags, and Luggage
- Shoes
- Sporting Goods
- Tools
- Toys and Games

We are grateful for your thoughtful consideration when donating to The Salvation Army. In an effort to decrease landfill fees, we are unable to accept some items due to their nature or condition. Items that are worn, stained, ripped or broken often cannot be recycled or sold in our stores.

We hope you agree money used to pay for landfill and HAZMAT disposal fees could be better used to serve more people in our community.

### NON-ACCEPTABLE ITEMS

#### BUILDING MATERIALS/FIXTURES

- Air Conditioners
- (except working window portable units)
- Blinds all types
- Building supplies of ANY type
- Built-In Appliances

Town of Lee, NH > Transfer Station > Swap Shop

- Carpet or Padding
- Counter Tops
- Curtain rods, Drapery Rods, Drapes
- Doors & Door Frames
- Fencing (all kinds), include barbed wire
- Furnaces/Wall Heaters
- Garbage Disposals
- Jacuzzis/Hot Tubs
- Plumbing Fixtures: Sinks, Toilets, Bathtubs, Shower doors
- Water Heaters or softeners

HAZARDOUS or SAFTEY ISSUES

- Batteries / Car Parts including tires and wheels
- Guns, Firearms, and Ammunition
- Hazardous Materials of ANY type
- Insecticides, Paint or other toxic materials
- Propane Tanks
- Refrigerators due to freon
- Baby items such as: Cribs, car seats, strollers, rockers, playpens.

LARGE OR BULKY ITEMS

- Entertainment Centers
- Hospital Beds
- Mattresses (spring or memory foam)
- Office cubicles
- Office Machines, Copiers
- Satellite Dishes
- Swing Sets or Playground Equipment
- Waterbeds

Savers

(Epilepsy Fndn)

[Savers, Newington NH website](#)

2064 Woodbury Ave

Newington, NH 603- 427-0814

<b>We accept</b>	<b>We do not accept</b>
Backpacks and Purses	Large Appliances
Bed and Bath	Automobile parts
Books and Media	Construction Material
Clothing & Shoes	Damaged Furniture
Electronics	Flammable and Hazardous Materials
Exercise & Sporting goods	Food
Games and Toys	Infant Products
Housewares & Small Appliances	Mattresses
Small Furniture	Swimming Pools
	TV & Computer Monitors