

## DO

- Secure valuables
- Remove keys after use
- Close the door when finished
- Call OWRR at (919) 962-1442 if needed
- Compact every time you put trash or cardboard in the compactor
- Report all broken and damaged compactors
- Call 911 immediately

## DON'T

- Get inside a compactor
- Reach inside of a compactor
- Cover the ram (this does not allow the trash or cardboard to be compacted)
- Leave the key in the switch
- Stack trash by the compactor
- Operate a broken or damaged compactor

## Compactor Locations

Ambulatory Care Center
Brickhouse-Bullitt
Daniel Student Store
Davis Library
FLOB/Mary Ellen Jones Building
Genetic Med-OCC
Genetic Med-Trash
Graham Student Union
Hill Alumni Center
Kenan-McColl
Lenoir Hall Cardboard
Lenoir Hall Trash
McGavran-Greenberg/Rosenau
Physician's Office Building
Ram's Head Cardboard
Ram's Head Trash
Tarrson Hall
Thurston Bowles
Thurston Bowles Cardboard



# Compactor Safety & Procedures



## Safety

After use, **leave the door closed** and remember to **remove the key**.

- Keys must not be left in the switch. This violates OSHA guidelines.
- Keep the door closed when not in use.

**Never** reach into or enter the compactor to remove items.

- Please call OWRR at 962-1442 to have items removed.

Use the emergency stop button if needed.

Call OWRR if the compactor is broken or damaged: 962-1442. Do **NOT** operate a broken or damaged compactor.

Please note that OWRR is open Monday through Friday, from 7am until 5pm.

## Horizontal Compactor Procedures

1. When you approach the compactor, the door should be closed. **This is a safety requirement.**
2. Secure all valuables.
3. Open the door. Load Materials. Close the door.
4. Insert the key, turn and release. (Please note that Davis Library requires two-handed operation. The key must be turned and the On button pressed simultaneously.)
5. Compactor ram will run a compaction cycle and stop.
6. After use, leave the **door closed** and **remove the key**.

General Storeroom Building  
111 Airport Rd.  
CB #1805  
Chapel Hill, NC 27599-1805

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## Signs & Stickers



Each compactor should display these safety and instructional signs when appropriate.

Compactors should additionally display a noticeable "No Parking" sign.