

# 2015 Ashland Train Day

## Sanitation Hosts

### Information and Duties

#### Overall Train Day event area is divided into three sectors:

- **North** - All areas on north side of Thompson St. (Rt. 54)
- **Central** - All areas on south side of Thompson St (Rt. 54) down to Myrtle St. railroad crossing area, and on both sides of the tracks. This sector has two parts:
  - East side of tracks
  - West side of tracks
- **South** - All areas of the Hanover Arts and Activity Center

#### General Info:

- Train Day is all about fun, so make the experience a memorable one
- Keep overall Train Day event area clean and appealing
- Empty trashcans and insert new trash bags
- Check on port-a-potties and load new rolls of papers
- Pick up any trash seen on the ground and keep area looking nice
- Assist guests with questions

#### Responsibilities

- Walk throughout area of responsibility and monitor trash cans that need emptying
- Empty trash cans when trash bag gets 3/4 way to top so as to make it easier to tie off bag and you not having to take trash out of bag to tie it closed
- Also prevents trash from spilling on ground and having to pick it up
- Install new trash bags
- If you keep on top of this, you will have little problems with messiness
- Place full bag on ground next to can. If we have a source to come pick up full bags, we will do so. Do not put full bags in guest walking paths. Put bags behind can if possible
- Each area has two port-a-potties, so duties will not be burdensome if you make regular inspections of them
- Check on port-a-potties for paper and wipe off seats with clean paper and discard afterwards
- Look for problems or issues that may need attending and if necessary notify appropriate staff or information booth
- Keep in touch with venue sites monitors and see if they need anything
- You may work in tandem with venue site monitors to keep an eye on overall area for cleanliness
- Pick up any trash seen on the ground
- Get any supplies as needed from the information booth such as new gloves, trash bags, sanitizer
- Assist guest with any problems as needed
- Always be alert to proper safety practices throughout event area

## **Telephone numbers**

- Train Day Hotline: 412-7288
- EMERGENCY: 911