TOUR OF THE BENCH

- TOUR OF THE BENCH
- PRELIMINARIES
  - Schedule
  - Safety
  - Breaks
- SYSTEM PILE
- LARGE BINS = GAYLORDS
  - Power supplies
  - Thin wire
  - Ribbon cable
  - CBM
  - E-Plastic
  - Cords
- OVERFLOW PALLET
- METALS
- CONTAINERS ON TOP OF THE BENCH
  - White container
  - Red container
- BINS UNDER THE BENCH
  - Mother Boards
  - Drives
- RECYCLING REMINDERS
  - Plastic with Metal
  - Steel
  - Hard Drive vs Floppy Drive
    - Hard Drive
- DECONSTRUCTION

PRELIMINARIES

Schedule

Volunteer is actually on the Recycling Bench schedule (or added by you)

Safety

Volunteer knows to report injury and knows location of first aid and knows to contact a staff member if an injury occurs.
Volunteer has safety gear:

- Gloves & glasses required (prescription glasses OK).
- Not wearing open-toed shoes.

Breaks

Volunteer knows where to take breaks and use the restrooms.
Volunteer knows when to take breaks:

- 2 to 5 hour shift = 15 min break (recorded as volunteer time)
- 6 hour shift = EITHER: 2 15 min breaks (recorded as vol time)
- OR 30 min lunch that's NOT part of vol time
- 7 hour shift = 30 min lunch + 2 x 15 min breaks 7

SYSTEM PILE

Point out pile of computers near recycling check-in. Most are computers, but sometimes other stuff (servers, large network device, DVRs, game consoles, set-top boxes, etc)

LARGE BINS = GAYLORDS

Goal is to separate the computer into steel, plastic and other recyclables.

Power supplies

point out shelf below stereo, and bottom shelf as well. We don't remove steel from power supplies. Wires will be cut later.

Thin wire

single layer of insulation, usually colored wire

Ribbon cable

usually gray and wide, sometimes thin & glossy (white, black, orange).

CBM

no need to explain much except "staff use only"

E-Plastic

rigid plastic from electronics. Very small plastic OK. Thin & flexible plastic not OK. Filmy plastic not OK. NO STEEL OR ALUMINUM. Brass molded in OK.

Cords

double insulated. When possible, point out cable/cord that shows part of the colored wire under the outer jacket.

OVERFLOW PALLET

If necessary, point out any overflow pallet of systems (systems, servers, etc)

METALS

Steel versus Non-magnetic metal - point out HD magnets mounted on bench.

- Use magnet to demonstrate the difference between ferrous and non-ferrous
- Show "Big Steel" cart, "Small Steel" bin, and "Non-Magnetic Metal" bin.

CONTAINERS ON TOP OF THE BENCH

White container
tiny steel, e.g. screws, clips, springs, etc

Red container
small cbm (switches, plugs), garbage (foam, thin/filmy plastic). Encourage green drive rail cleaning & wires to be separated from plastic.

BINS UNDER THE BENCH
Top-left is for case fans and speakers (show examples). Top-right is for drives. THe bottom two are for Circuits boards which can be Mother Boards, PCI, tiny ones

Mother Boards
We don't take anything off of them unless it's necessary to get them out of the computer.
- It may be necessary to remove wires/cables and other circuit boards (PCI cards).
- It may also be necessary to remove the heatsink fan combo in some cases, but don't assume.

Drives
all drives except hard drives (which we'll cover a little later)
- Usually CD & Floppy, but also DVD, Tape, Jazz, Zip, etc.

RECYCLING REMINDERS

Plastic with Metal
- Show front panels of computers
- Clips & screws in corners
- Metal springs behind buttons
- Dell aluminum badges
- Brass inserts molded into plastic can go into E-plastic gaylord
- But remove steel clips from plastic drive rails (green example)

Steel
- Optional: Flatten U-shaped system covers (brace yourself, stomp it flat, but don't spread it out completely)
- Don't remove rubber or soft plastic feet from steel

Hard Drive vs Floppy Drive
Show differences = slot in Floppy drive, HD is sealed

Hard Drive
Hard drives are usually not in these computers to be recycled, but they might slip through.
Show Hard Drive with our RECYCLE sticker on it.
Hard Drive w/ sticker goes to Recycling staff, usually at check-in station.

DECONSTRUCTION

- Gauge the volunteer's experience with desktop computer hardware.
- How do you get inside the computer?
    - Show examples as necessary (Dell, HP, generic, etc)
- Follow up - do these as appropriate:
    - Work next to them if space allows
    - Ask intern to work next to them
    - Check back during their first deconstruction
    - Put them near an experienced volunteer
    - QC the gaylords, metal bins & bins under the bench
    - Give feedback about where things go to correct errors early on
    - Follow up periodically for first timers