

## City Center Neighborhood Tool Hub How-To

The Houston ToolBank's City Center Neighborhood Tool Hub is a modified shipping container with 3 separate storage units. Each unit is secured and locked, accessible with a 4-digit code.

To pick up your order from the Hub, place your order through our [Tool Lending Website \("TOM"\)](#) and select the "City Center Hub – Pines Presbyterian Church" as your pick-up location. Please contact Nancy at [nancy.clippard@toolbank.org](mailto:nancy.clippard@toolbank.org) or 713-674-0262 for more information.



### Bin location

The Hub is located at 12751 Kimberley Lane, Houston, 77024 (at Pines Presbyterian Church). The Hub is located in the back parking lot.

### How do I know which bin is mine?

When we schedule your after-hours pick-up or drop-off, we will confirm the use of the bin. At this time we will give you a bin number and a 4-digit code. Each bin is labeled 1-3 in blue paint!

### How does the lock work?

The 4-digit code we give you at confirmation is your ticket in! Please note: This Hub has two different kinds of keypad locks.

**If the lock has a knob**, first make sure the knob is vertical before you punch in the code. You should hear a quiet click and then you will turn the knob to the left and the door will unlock. Once you have your items loaded or unloaded, close the bin door and repeat the above steps but turn the lock to the right to ensure it is locked.

**If the lock does not have a knob**, punch in the four-digit code and then hit the padlock icon button to unlock your bin. Once you have your items loaded or unloaded, close the bin door and enter your code one more time to ensure it is locked.

**Please lock the Hub before leaving!**

\*\*\*Sometimes our doors can be sticky! Due to Texas weather, sometimes the doorframes shrink and expand. **Push the door inwards with a good amount of pressure with one hand while unlocking it with the other hand, and the door should open with no problem.** \*\*\*

Click Here -> [Unlocking Video](#) or Scan the QR Code to watch a video on how to use the lock with the knob.



### Inside the Bin

For pick-ups, your invoice will be with your items. Your invoice will contain an inventory list of what your organization is borrowing from the ToolBank. It is your responsibility to review your order and report any errors within 24 hours to [nancy.clippard@toolbank.org](mailto:nancy.clippard@toolbank.org).



### Borrowing from the ToolBank

All of our standard tool borrowing policies and fees apply when picking up an order from the Hub. Please review all of our policies and reach out to [nancy.clippard@toolbank.org](mailto:nancy.clippard@toolbank.org) with any questions.

[Tool Lending Program How-To](#)

[Houston ToolBank Program Fees](#)

[Tool Cleaning Guidelines](#)

[Direct Tool Delivery Services](#)