

Houston ToolBank Tool Cleaning Guidelines

This document details the cleaning guidelines required when borrowing tools from the Houston ToolBank. If returned items require cleaning, partners will be charged a fee. Please review our full program fees for more details.

Cleaning guidelines:

- Cloth items, gloves, vests, linens, etc.
 - Return clean, dry, folded, and/or matched.
 - **Do not return with glitter, paint, holes, mold, and/or dirt.**
- Drywall trowels and putty knives
 - Remove all compounds.
- Extension cords
 - **Return coiled neatly as it was received.**
 - Let us know if the cord has been nicked.
- Ice chests and water coolers
 - Return clean and dry.
 - If used for drinks other than water, wash coolers and spouts to remove any residue.
- Landscaping tools and equipment: shovels, rakes, pick axes, lawnmowers, tillers, weed eaters, etc.
 - Remove all dirt, debris, and concrete.
 - **Lawnmower bags must be emptied.**
- Mud trays
 - Remove all compounds, inside and out.
- Painting tools
 - Remove paint before it dries or scrape it completely off after it dries.
 - **Items returned with wet paint will not be accepted.**
 - Paint tray liners must be used with paint trays.
- Plastic buckets
 - Return clean, dry, and without trash or other substances remaining.
- Saws
 - Return free of sawdust.
 - **Dust bags must be emptied.**
- Shop vacs
 - Empty the container and filter.
- Tarps and drop cloths
 - Return dry, folded neatly with no dust or debris remaining.
- Tents, chairs, and folding tables
 - Return clean, dry, and without tape, ribbons, stickers, etc.
 - Tents should be returned in their bag unless they are wet or broken.
- Trash and recycling cans
 - Return clean and dry.
 - Use trash bags/liners to minimize cleaning.
 - If stacking trash cans, line up the handles to prevent the cans from getting stuck together.
- Water hoses, power washers, buckets and pumps

- Drain water, coil up, and tie neatly.
- **No sitting water.**
- Wheelbarrows
 - Return free of dirt, mulch, etc.
 - If used for concrete, wash it out before it dries or scrape it off after it dries.
 - **Do not mix concrete in plastic wheelbarrows.**

Additional details:

- Any tools returned with dried concrete on them are considered "too far gone".
- To avoid unnecessary fees, notify the ToolBank immediately if: items are broken or damaged, missing or dirty upon pickup from the ToolBank. Failure to tell us may result in full fees.
- **Items broken from natural wear and tear will not result in a replacement fee.**
- If any parts of a tool are missing, you will be charged the full replacement cost of the tool.