



## Temporary Dumpster Order Guide

Please see below for a step-by-step guide for page 4 of the damage release form. The information you provide is important for processing your order. Detailed, accurate completion reduces the need for follow-up and prevents delays from requests for additional information.

1. Full name of person filling out form: **FIRST** \_\_\_\_\_ **LAST** \_\_\_\_\_

Please put your full legal name, even if filling out the form on behalf of an organization. This lets us know who submitted the form in case we need to follow-up.

2. Name of business (if ordering on behalf of your business): \_\_\_\_\_

If you are authorized to make financial transactions on behalf of your organization, and are ordering the dumpster for commercial purposes, please list the full name of the organization. If you are a vendor ordering a dumpster for another company / customer, please list only your company's name on this line.

If you are a homeowner ordering a temporary dumpster for personal use, you can ignore this line or mark "N/A".

3. I certify that for the property where the dumpster is to be placed that I am: **(CHECK ONE)**

<b>A</b> <input type="checkbox"/> the property owner	<b>B</b> <input type="checkbox"/> the property manager	<b>C</b> <input type="checkbox"/> leasing the building
<b>D</b> <input type="checkbox"/> the Power of Attorney <i>or</i> the executor of the estate for the deceased <i>or</i> a Trustee	<b>E</b> <input type="checkbox"/> a contractor or an employee of a construction company	<b>F</b> <input type="checkbox"/> an employee of a third-party vendor or rental brokerage company

- A.** The owner of the property. Please mark this box if you are the employee of the organization you are ordering the dumpster for, and they own the property.
- B.** You or your business leases out and maintains the property on behalf of the owner. If you lease the property, please select box "C".
- C.** You / your organization leases the building for commercial purposes. If you are a residential tenant, the owner / property manager should fill out the form instead.
- D.** You are the trustee of a trust, the power of attorney for the owner, or the executor of the estate for an owner who has passed away. Please note that power of attorney is no longer valid after the death of the individual, and those powers would instead pass to the executor of the estate.  
We will also need documentation of either status. If you are the executor, this is the letters testamentary or administration issued by the court, rather than the will.
- E.** You are a licensed contractor or employee of a construction company ordering a dumpster to do construction/remodeling/demolition work at a location.
- F.** You are the employee of a third-party company / broker ordering a dumpster for the use of another person or company. Any charges would need to be billed to an account in your company's name. If the

customer wants the charges to be billed to their utility account, they will need to fill out the form themselves.

4. Phone number of person listed above: \_\_\_\_\_

Please provide the best phone number to contact you on this line. This is so we can call to follow-up if we have any questions. If you have an onsite contact, please list on line 6 instead.

5. Email address of person listed above: \_\_\_\_\_

As with line 4, provide the best email address we can use to contact you in case follow-up is needed. Please monitor this inbox for communication from [dumpsterrental@spokanecity.org](mailto:dumpsterrental@spokanecity.org), as questions or order confirmation will be sent from this address.

6. Name of on-site contact person: \_\_\_\_\_ On-site cell phone: \_\_\_\_\_

The name and phone number of the on-site contact, if different from yourself. This is who we will contact first if there's an issue with the dumpster. Please make sure they are aware we may contact them regarding the dumpster.

7. Service address for delivery: \_\_\_\_\_

The location the dumpster will be delivered to. We do **not** service outside of the City of Spokane municipal limits, such as Spokane Valley or the broader Spokane County.

8. Select dumpster size: (SEE PAGE 2 SECTION 12 ABOUT HEAVY MATERIAL)

<input type="checkbox"/> 3 cubic yards	<input type="checkbox"/> 20 cubic yards
<input type="checkbox"/> 6 cubic yards (not for heavy material)	<input type="checkbox"/> 30 cubic yards (not for heavy material)

The size / interior capacity of dumpster you want to order. Heavy material such as stone, drywall, and roofing must be disposed of in a 3-yard or a 20-yard dumpster. These should only be filled halfway. If you want one of the larger dumpsters, and aren't disposing of heavy material, the 30-yard dumpster is the same price as the 20-yard dumpster, and holds more material.

9. Material going into the dumpster: (CHECK ALL THAT APPLY)

<b>A</b> <input type="checkbox"/> Miscellaneous household garbage	<b>B</b> <input type="checkbox"/> Yard Waste
<b>C</b> <input type="checkbox"/> Construction and/or demolition debris	<b>D</b> <input type="checkbox"/> Blown-in insulation (BAGGED ONLY)
<b>E</b> <input type="checkbox"/> Heavy Material (LIST) _____	<b>F</b> <input type="checkbox"/> Other (LIST) _____
_____	_____

The information above is important, as it determines where/how we dispose of the material in the dumpster. Each category is as follows:

- A. Standard household garbage up to and including items like clothing, furniture, etc.
- B. Clean green material such as trees, branches, grass clippings, etc. as well food scraps and compostable paper products. If ordering a 3- or 6-yard dumpster, this will be dumped as standard garbage. In a 20- or 30-yard dumpster, this can be dumped at a cheaper yard waste rate if it meets the requirements for yard waste material.
- C. Waste from construction & demolition activities. Please see the Spokane Municipal Code 13.02.0100 for a more complete definition of C&D waste.
- D. Asbestos-free blown-in insulation is allowed but must be bagged. Other insulation must be removed & disposed of according to the appropriate regulations.
- E. Heavy material includes any dense or compact material such as brick, roofing, dirt, drywall, or bundled metals. Wooden furniture wouldn't usually fall into this category, as the dumpster would run out of room before reaching ten (10) tons.
- F. Anything that doesn't fall into the above list. If you wish the dumpster to be disposed as recycling, you must make sure it meets the appropriate criteria. In addition, you would need to create an account with the recycler you wish us to haul the dumpster to.

**10. Placement instructions: WRITE IN DETAIL BELOW. PREFERRED PLACEMENT MUST BE DETERMINED BEFOREHAND**

Street placement requires a permit from the city's Permit Center: [permitteam@spokanecity.org](mailto:permitteam@spokanecity.org) or 509-625-6999. You must email your permit to [dumpsterrental@spokanecity.org](mailto:dumpsterrental@spokanecity.org) to finalize delivery.

All placement instructions must be determined before submitting your order form, and provided to us in writing. This is for liability reasons, and so there is no misinterpretation when our drivers deliver the dumpster. Appropriate instructions depend on the site.

For example, for placement in the driveway of a residential property with one driveway, **"IN THE DRIVEWAY"** would be usable. If you wished us to place a dumpster in a specific spot in the driveway, **"AT THE EAST SIDE OF THE DRIVEWAY"** would be an appropriate description.

For a more complicated site, such as a commercial building with a large parking lot, please be more specific. **"BY THE CURB DIRECTLY IN FRONT OF THE BUILDING"** or **"IN THE NORTHMOST PARKING SPOTS OF THE THIRD PARKING BANK TO THE EAST OF THE ENTRANCE"** would be usable in this circumstance. Landmarks and directionals (north/south/east/west) are preferred.

Please note that verbal instructions will not be accepted. Our drivers can meet with your onsite when we do the site check, if needed, but they should have a relative idea of where the dumpster will be placed before they arrive.

11. Are you including a site map? **Optional. Will not substitute for written instructions.**

YES or NO

This line is to let us know to look for a map with your order. This is optional, but can be helpful. We still require written placement instructions, so there is no misinterpretation.

12. Are there any site hazards or conditions to be aware of? **(CHECK ALL THAT APPLY)**

<input type="checkbox"/> Overhead wires	<input type="checkbox"/> Trees	<input type="checkbox"/> Eaves of house/building
<input type="checkbox"/> Sprinkler heads	<input type="checkbox"/> None	<input type="checkbox"/> Other:

Please mark any conditions on the site which may either be damaged, or damage our equipment, during service at the property. If you don't believe there are any conditions, please mark "none".

13. Preferred delivery date: **(dependent on availability and time constraints)** \_\_\_\_/\_\_\_\_/\_\_\_\_

The date that you want us to deliver the dumpster. For the 3- & 6-yard dumpsters, this can be as soon as the next business day after we process your order. 20- & 30-yard dumpsters will take longer, as we send someone to look at the site at least one business day before delivery. For example, if we processed your form on Tuesday, we would usually schedule a site check for Wednesday. If this site check succeeds, we could then deliver on Thursday.

Forms submitted after 3pm may not be processed until the next business day.

**My signature below indicates I have read, or had the opportunity to read, Solid Waste Collection's Damage Release Form (DRF) and material referenced therein and agree to accept all terms and conditions.**

14. Signature of person filling out form: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The signature of the person filling out the form. This must be from the person whose name is listed on line 1. By signing, you agree to the provisions in the form.

15. City of Spokane Utility Billing Account # \_\_\_\_\_ **MUST BE ON FILE PRIOR TO DELIVERY**

Your City of Spokane Utility account number. This is in the format XX-XXXX.XXX, and is on the bill you receive from the city. Please leave this blank only if you don't have an account with us, and don't own/lease a property in the City of Spokane. All other customers should be prepared to list the utility account number on this line, so we know you have access to the account where the charges will be billed.

If you have any further questions regarding the form, please feel free to contact us at [dumpsterrental@spokanecity.org](mailto:dumpsterrental@spokanecity.org), or call (509) 625-7956. If you call, please leave a voicemail with your name, service address, and a call back number, and we will reach out to help at the earliest opportunity.