

# Pallets

## Safety Instructions

1. Wear protective gloves when working with wooden pallets
2. Pallets should be stacked no higher than four feet high.



## Directions

1. Pallets should be stacked in neat piles of roughly similar shape.
2. When there are at least two full stacks of pallets, inform supervisor/manager.
3. Pallets will be taken to Twin City Wood Recycling. Invoice will be given to Associate Director.

## Minimum Frequency

1. Pallets shall be inspected at least **monthly**; more often depending on usage.
2. Pallets shall be disposed at least **annually**; more often depending on usage.