

Tool Cleaning Guidelines and Fees

Over the past seven years, the Houston ToolBank has equipped 250,000 volunteers to complete over 20,000 projects in and around Houston. We do our best to source high-quality tools and follow a strict maintenance and inspection schedule to ensure your organization has the right tool, in the best possible condition, when you need it. Thank you for doing your part to ensure the organization who needs the tool after you receives a clean and high-quality tool!

Please follow the cleaning guidelines below when returning borrowed tools:

Cloth items, gloves, vests, etc.– Return dry and folded and/or matched. Please do not return with glitter, paint, holes, mold and/or dirt.

Drywall trowels and putty knives – Remove all compounds.

Extension cords – Return coiled neatly. Let us know if the cord has been nicked.

Ice chests and water coolers – Return clean and dry. If water coolers are used for drinks other than water, wash coolers and spouts to remove any residue.

Landscaping tools (shovels, rakes, pick axes, etc.) and equipment (lawnmowers, tillers and weed eaters) – Remove all dirt, debris and concrete.

Mud trays – Remove all compounds, inside and out.

Painting tools – Remove paint before it dries or scrape it completely off after it dries. 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.

Shop vacs – Empty container and shake out the 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. still attached. Tents should be returned in their bag unless they are wet.

Trash and recycling cans – Use trash bags/liners to minimize cleaning. Return clean and dry. 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, please wash out the wheelbarrow before it dries or scrape it off after it dries. Do not mix concrete in plastic wheelbarrows.

Cleaning Fees

If returned items require cleaning, you will be charged the following cleaning fees:

Light Clean - \$10 per item (< 30 minutes of cleaning)

Deep Clean - \$25 per item (> 30 minutes of cleaning)

Too Far Gone - Tool replacement cost

Other Fees

- Tool order handling fee = 3% of retail cost per week
- Lost or destroyed tools will be charged the replacement cost of the tool
- Missed pick up appointment = 25% of the tool order handling fee

Additional Details

- You can be charged one cleaning fee per item on your order!
- Any tools returned with dried concrete on them are "too far gone" and will be charged a full replacement fee.
- Any items returned wet will be charged a cleaning fee.
- Please let us know if any items are broken or damaged upon return. Failure to tell us will result in full replacement fees.
- If a tool is broken, missing or dirty upon pick-up please let us know within 24 hours of pick-up to avoid fees.
- If a tool or item breaks during use, return all parts and pieces to the ToolBank
- If any parts of a tool are missing, you will be charged the full replacement cost of the tool.

Thank you for everything you do for our community. We are thankful for the opportunity to serve alongside you!

For any questions or concerns please contact Nancy Clippard at
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