

After Hours Bin How-To

The Houston ToolBank offers a way for you to pick-up and drop-off tools even when we are closed. Our After Hours Bin is a shipping container that has been converted into 4 separate 10x10 storage units. Each unit is secured and locked but can be accessed easily with a simple 4-digit code. To receive a bin and code for your order, schedule your after hours pick up or drop off with Nancy at Nancy.clippard@toolbank.org or 713-674-0262.



Bin location

The bins are located at 1215 Gazin St. Houston, Texas 77020. Our trailer is placed on the inner side of the gate, directly across from the ToolBank's loading dock.

What If the outside gate is closed?

No big deal! This gate is locked but easy to handle. You will be given the gate code along with your locker code. The gate is locked with a heavy chain and padlock. To unlock the padlock, you must enter the code and then push the padlock hook down as you were locking it, then it will pop back up in the unlocked position. To lock it back, you must change the code, and weave the end chain loops inside each other so the padlock is only locking on one chain. Do not lock the padlock without weaving the chain loops, putting both loops on the padlock hook will result in jamming the lock and ToolBank Staff will have trouble getting back in.



The gate opens from the middle and is on wheels, so just push it open, and head to the Hub! **Please remember to push the gate closed and lock it when leaving.**



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 1-4 in bright blue paint!

How does the lock work?

The 4 digit code we give you at confirmation is your ticket in. Punch in this code to unlock your bin. After you enter the last digit the door will open automatically.

If you punch in your code and you hear the gears working but the lock is not opening, please do not worry! Due to Texas weather, sometimes the doorframes shrink and expand. **Push the door inwards with a good amount of pressure with one hand while punching in the code and the door should open with no problem.** 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 make sure you close the outer gate on your way out!



Inside the 10x10 Bin

For pick-ups, your invoice will be in the container on the inside of the door. 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 our warehouse manager, Nancy.

You will also find ramps inside of your bin. You can use these ramps to help get full loads of wheelbarrows or carts, as well as heavier items like generators in and out of the bin.

