



The NFHLA Heart & Hands of Hospitality (H3) Charitable Campaign is a collaboration between the North Florida Hotel & Lodging Association and selected charities serving Northeast Florida. The hospitality industry is committed to giving back to the communities in Nassau, Duval and St. Johns counties.

NFHLA has partnered with The Salvation Army and Habitat for Humanity to donate items from local businesses in the community. Each has specific guidelines that are listed below. The Heart & Hands of Hospitality (H3) Committee has been formed to oversee the process and ensure that guidelines are properly followed.

### **Donation Guidelines**



#### **Habijax Restore Guidelines: Page 2-8**

##### **Habijax Donation Contacts**

The Primary contact for donations is:

Zach Zoul, Donation Coordinator

Office Phone: (904) 309-6774 Cell Phone: (904) 235-3332

[zzoul@habijax.org](mailto:zzoul@habijax.org)

*Zach would appreciate a 3 day notice on large donations pickups.*

*Smaller donation pickups may be accommodated within 24 hours.*

The Secondary contact for donations is:

Rod Borom, General Manager, Habijax ReStore

Cell Phone: (904) 994-4946

[rborom@habijax.org](mailto:rborom@habijax.org)

#### **Salvation Army Guidelines: Page 9**

To schedule a pick up, please contact [jaxarc@hotmail.com](mailto:jaxarc@hotmail.com) or (904) 641-2122 ext. 213.

***After you make a donation please send a copy of the receipt or e-mail a list of items and the donation value to [nfhla@northfloridalodging.com](mailto:nfhla@northfloridalodging.com). NFHLA needs this information to compile the yearly Hearts & Hands of Hospitality charitable donation report.***

Any questions on this program please contact Nicole Trueblood, NFHLA Administrator,  
[nfhla@northfloridalodging.com](mailto:nfhla@northfloridalodging.com) or (904) 421-9176



## Donation Guidelines for Habijax ReStore

### NFHLA suggests the donation of Furniture, Fixtures & Equipment

#### All Items Must Meet Four Basic Requirements

All items accepted for donation must have value or demand in our retail environment. In general, building materials and major appliances must possess the following overall qualities:

- **Residential:** Must be intended for use in or have application in residential construction, improvement, or maintenance. **Nothing labeled or specifically configured for industrial, professional, or commercial use only.**
- **Structural:** Must be structurally sound to perform its intended use. Nothing broken, missing, worn-out or otherwise 'falling apart.'
- **Functional:** Must operate in a way so that it can perform its intended function. No disabling damage, nonfunctioning components, or in any way inoperable.
- **Cosmetic:** Must have an appearance acceptable to the general public to perform its intended use. The most subjective category, this may include alterations, certain damage, excessive dirt or other visible lack of maintenance/upkeep, being 'outdated' and not 'in demand,' and the like. Does not pertain to all items.

Following is a working list of items commonly accepted as a donation to Habijax ReStore. An item's exclusion from the list does not necessarily make it unacceptable just as its inclusion does not make it automatically acceptable. Items are added to this list as we gain more experience with those items. Items offered for donation should be screened utilizing the above general criteria, the following specific criteria, and current inventory levels and customer demand.

#### Bath Accessories

Towel Bars, Soap Dishes, TP Holders, Toothbrush Holders—Complete with brackets and hardware, new only on porcelain items

Handicap Grab Bars & Support Items—in good condition with all parts and accessories

#### Bathtubs

General—color must be neutral, black, or modern

Steel and Cast Iron—No chips in finish, no dents

Fiberglass—No cracks or broken edges, little to no discoloration

Clawfoot—Acceptable in most any condition, within reason (Pickup available only when extra labor allowed.)

#### Blinds

"Mini," Pleated, or Fabric Blinds and Roller Shades—fully functioning with no damage, reasonably clean all parts, not tangled, neutral colors only

Vertical—None

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## Donation Guidelines for Habijax ReStore

### NFHLA suggests the donation of Furniture, Fixtures & Equipment

#### Cabinets: Bases, Uppers, Doors, Drawers, Faces, Hardware

Bases and Uppers—Must have all the doors and drawers, no damage, and fairly up to date. Metal ok only if no rust and in superb condition (well-maintained)

Doors (Without Cabinet)—New or like new hardwood only; no plywood doors

Drawers (Without Cabinet) — None

Faces/Fronts—only with matching cabinet set. Must include doors

Medicine—All types, fairly up to date, clean, no damage or rust, to include shelves. No blackening on the mirror

Countertops, Laminate—Up to date, 4 feet long and longer. Simple rectangles or L-shapes only. No size or shape requirements if accompanies matching cabinet. No chips, cracks, or other damage to structure or finished surface

Countertops, Corian, Granite, Etc.—No chips, cracks, or other damage to structure or finished surface

Laminate Material—no sheets, limited rolls accepted with prior approval only

Drawer Guides—Complete sets only, no damage or rust

Cabinet Pulls and Hinges—No excessive wear or paint, complete with no missing pieces, nothing broken, must be boxed or sacked

#### Carpet

Room size and larger (10'x10'+); no stains or odors (pet or otherwise); no discolored or 'brittle' backing, 10 years old or less. If pick up, must be rolled and accessible.



*Note: Any roll of carpet found to be misrepresented will be rejected on site. If it cannot be inspected on site and is found later to be misrepresented, the item may be returned to the donor and/or removed from our copy of the donation receipt.*

#### Ceiling Fans

Working order with all parts, including hanging/ceiling box bracket, reasonably up to date. Before transport, please remove fan blade/arm combinations at the motor to prevent damage and sack or box, if possible, including the screws removed.

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## Donation Guidelines for Habijax ReStore

### NFHLA suggests the donation of Furniture, Fixtures & Equipment

#### Ceiling Tile and Accessories

Tiles—All types; new in box only. No pieces, water damage, or other damage or deterioration. Packaging must be marked with either **manufacture date** or containing the words “**no asbestos**” OR, if not stated on package, written and **signed statement** required from donor giving where and approximately when item purchased new. Must be manufactured after 1980

Used Tiles—Call 1-877-ARMSTRONG for recycling information.

Grid Pieces—new, full lengths only, no damage, no rust

#### Ceramic Tile

New, full pieces only; clean and ready to install; not outdated; boxed or sacked for transport. (Minimum of 5 boxes needed for donation/resell purposes)

#### Chemicals

We DO NOT ACCEPT chemicals, new or used.

Exception—Limited household chemicals may be accepted from businesses only as long as the packaging is intact with consumer labels and is not expired or being phased out per regulations. Must have MSDS sheet(s) and manager approval.

#### Cove Base, Vinyl

New only, full lengths or mostly full rolls. In original packaging marked with either **manufacture date** or containing the words “**no asbestos**” OR written and **signed statement** required from donor giving where and approximately when item purchased new. Must be manufactured after 1980

#### Curtain Rods, Traverse Rods, Valences

Mounting hardware required.

#### Doors

Wooden—no rot or splits, no holes, no disfiguration/alteration. No flat panel, hollow core

Metal & Metal Clad—no dents, no rust. For solid metal doors, must be 36 inches or less with no blank/empty window cut-outs

With Windows—no broken glass, no broken seals on double-paned glass

Patio Doors—excellent to good shape, with full frame, no broken seals on double-paned glass

Storm—operable and must include the hinge piece, screen, and window. Top and side frame pieces highly encouraged, but not required

Shower—See “Shower Doors.”

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## Donation Guidelines for Habijax ReStore

### NFHLA suggests the donation of Furniture, Fixtures & Equipment

#### Doors continued:

Screen—Complete, no rot or damage, prefer screen material to be intact, but some damage acceptable.

Garage—See “Garage Doors & Accessories”

Commercial—with manager approval only on a case-by-case basis

#### Drywall & Accessories

Sheets—Useable ¼ sheet or larger, no irregular shapes, no water damage or mold

Joint Compound (Mud)—New, unopened, and not expired

Tape—Clean and dry, never damp. Partial rolls not accepted

Corner Bead—Full, undamaged sticks; if rolled, partial rolls accepted

#### Electrical Supplies

Fairly up to date, no corrosion or rust, assorted is fine, boxed or sacked, no incomplete kits (if applicable), no commercial.

For light fixtures, see “Light Fixtures.”

#### Furniture

Interior Furniture - gently used or new chairs, sofas, recliners, dining room table sets, bedroom sets (no mattresses), kitchen table sets, end tables, table lamps, and TV stands - no desks or office furniture

Exterior Furniture - See "Patio Furniture"

#### Glass

Panes—See *Window Parts/ Glass Panes*

Shelving—See “Shelving”

#### Hardware

Door Locks and Knobs—fully functional with all parts, no excessive wear, scratches, or paint; must be packaged individually (Zip Locks work well), reassembled preferred

Hinges—all types accepted, must have all parts, unpainted, no rust

Nails & Screws—see *Nails and Screws*

Miscellaneous—should be specifically sorted and boxed/sacked, clean, operable, no rust

#### HVAC

Air Conditioners (Window only)—5 years old or less, perfect working order needing no repair or parts, well-maintained. Must be plugged in and demonstrated to work at time of inspection or item will be refused, because of disposal costs

Duct—flexible only (no rigid); 2' sections and longer, little rust or corrosion

Duct Fittings—flexible only (no rigid), little rust or corrosion

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## Donation Guidelines for Habijax ReStore

### NFHLA suggests the donation of Furniture, Fixtures & Equipment

**Vents/Covers**—no rust

#### **Light Fixtures**

Not excessively worn, nothing broken, fully functional, protected for transport with all light bulbs removed. No light fixtures with old cloth-insulated wiring, unless fixture has significant value to warrant rewiring.

Fluorescent Lights—Ballast label must state “no PCB’s.” Ballast must be exposed at time of pick up for inspection. All bulbs must be removed by donor or item will be refused.

Fluorescent Light Bulbs—Absolutely none. Donor to remove bulbs from fixture before pick up and referred to local disposal resource.

Compact Fluorescent and Incandescent Light Bulbs—New in package only.

#### **Lumber**

No nails, no rotten or deteriorated areas, not excessively weathered. If painted, no peeling paint and no more than one coat.

Dimensional—6 feet and longer.

Sheets— $\frac{1}{4}$  useable sheet and larger, no irregular shapes.

Trim—See *Trim, Molding, and Millwork*.

#### **Mirrors**

In good condition with no chips, cracks, or discoloration. No mirrors larger than one person can handle safely, such as ones over a double vanity.

#### **Nails**

Sorted by type and size, boxed or sacked, no rust. If not in original packaging, must be 1 pound worth or greater.

#### **Paint**

Not accepted

#### **Patio Furniture**

Tables, chairs, benches, swings, and umbrellas accepted. Little to no rust, well-maintained, sturdy; if plastic, not cracked or brittle. Cushions only if accompanied by matching furniture, in excellent to very good condition.

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## **Donation Guidelines for Habijax ReStore** **NFHLA suggests the donation of Furniture, Fixtures & Equipment**

### **Plumbing Supplies**

Clean. Assorted is fine. Boxed or sacked with no incomplete kits (if applicable). No fitted/glued pieces.

PVC/ABS Primer, Cleaner, & Cement—Accepted only from businesses, sealed in original container, must expire no less than one month from the date of donation.

### **Shelving**

Pieces—All materials acceptable. Must be in good, clean condition.

Assembled Shelving Units—Sturdy with no rust or other damage.

### **Showers**

Kits—Sets/kits preferred (all panels and base), but parts accepted as described below.

Bases— Must be relatively clean with no cracks or other damage.

Panel Sets—Full sets only, not damaged, no excessive discoloration, relatively clean.

Enclosures—Not damaged, no excessive discoloration, relatively clean.

Shower Doors—Sliding or hinged, must have all parts including all tracks/frame, no broken glass or bent pieces. Must be up to date, relatively clean with no excessive soap scum (well maintained), and no mold.

### **Toilets**

Clean, No chips or cracks. Complete with bowl, tank, and tank lid. Color must be neutral, black, or modern.

### **Tools**

Hand—construction or gardening; nothing broken, worn-out, or rusted; fully functional.

Power—less than 10 years generally, must have all parts, fully functional. Plastic body only; no electric-powered hand tools made with a metal body.

Gas-Powered—No pick up, drop off only. Modern, fully functional, must demonstrate that it works at time of inspection.

### **Trim, Molding, & Millwork**

Trim & Molding—6 feet long and longer, no nails or screws, good cosmetic condition. Exception: Top door trim piece (<6 feet) is acceptable with both matching side pieces.

Handrail—6 feet long and longer, no nails or screws, no damage, rot, or excessive peeling paint.

Landing Posts and Spindles—no nails or screws, in good cosmetic condition; full lengths, not cut off at floor level.

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## **Donation Guidelines for Habijax ReStore**

### **NFHLA suggests the donation of Furniture, Fixtures & Equipment**

#### **Wallpaper**

New only, sealed in plastic, reasonably up to date, not discolored.

#### **Windows**

Single/Double-Hung, Slider, Casement/Awning, Fixed/Picture, & Architectural—single or double-paned, wooden, vinyl, or metal construction acceptable. Must have full jamb (not just sashes; see “sashes” under “Window Parts”), no rot, no broken glass or seals, fully operational.

Jalousie—None.

Storm, Aluminum—Must be fully-functioning, complete with all pieces, undamaged with no broken glass or torn screens. Glass taped for transport is preferred.

Storm, Wooden—None.

Storm, Steel—None.

#### **Window Parts**

Sashes—double-paned only accepted on a limited basis depending on need and condition. No broken glass or seals and no rot. No casement (crank-out) sashes.

Glass Panes (Unframed Glass) — New in original shipping packaging only. No broken seals on double pane or triple pane glass. We do not possess the equipment to safely handle or sell unpackaged glass.

Glass Inserts for Storm Windows—None.

Screen Inserts for Windows and Storm Windows—None.

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## **Donation Guidelines Salvation Army**

**NFHLA suggests the donations of linen, pillows, alarm clocks, etc.**

### **Donations**

- Pick-up will be accomplished within 3 business days of contact.
- Salvation Army will accept all items outside of Furniture, Fixtures and Equipment.
- Salvation Army will give back 1% of all sales from associated items quarterly to NFHLA for donations to the Ronald McDonald House and Catholic Charities.
- 100% application of donations will be disbursed to the local needs.

### **Valuation Guide for Salvation Army Donations**

Your continued support makes our good work possible. Your qualifying tax deductible donations are resold through our Salvation Army Thrift Stores and Salvation Army Family Stores and serve to fund our Adult Rehabilitation program. The Value Guide below will assist you in determining the tax-deductible value of any items you are donating to The Salvation Army. You will see that the table includes low and high estimates of value. Please choose a value within this range that is in keeping with your item's relative age and quality.

### **A receipt for your items may be obtained in one of two ways:**

1. If you drop off a donation at a local Salvation Army Family Thrift Store or Corps (worship and community center), the clerk or receptionist will be happy to provide you with a receipt.
2. If you have your donations picked up, the truck driver will provide you with a receipt.

The Salvation Army will accept the following items:

- Bedding
- Books
- Chairs
- China and silverware
- Clothing
- Computer Monitors
- Computer Printers
- Computer Systems
- Copiers
- Curtains/Drapes
- DVD Player/VCRs
- Glassware
- Kitchen Appliances
- Kitchen Utensils
- Lamps
- Linens
- Pictures/Paintings
- Rugs

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