



ADOPT-A-STREET CLEANUP GUIDELINES

Adopt-a-Street Volunteer Groups,

To request safety vests and trash bags call Joanne at 789-2260 ext 244. **Please call five days ahead of your scheduled cleanup to ensure the availability of vests and bags.**

To ensure that all trash bags are removed in a timely manner after a cleanup event, please review the following guidelines.

- Following every cleanup event, call the Public Works Garage at 789-2246 (press 0 for dispatch) to schedule a location and time for trash bag pick up. Please provide the exact street location where the trash bags can be picked up. Generally, filled bags should be left at or near the “Adopt-a-Street” signs. If you are a new group, AAS signs will be made and installed after your first cleanup event. Groups are allowed to dispose of bags themselves if they have access to an approved waste drop-off site.
- Please remember to return all safety vests and unused trash bags to Room 201 Municipal Center West (corner of 7th & Monroe Streets), attention: Joanne.
- Also, please remember to return the Adopt-a-Street Litter Removal Form (which tracks volunteer hours and number of trash bags collected) and your group’s Waiver & Release form at the time you return the vests and unused trash bags (attention: Joanne).

To download Adopt-a-Street Application/Forms:
www.springfield.il.us/green



www.springfield.il.us

ADOPT-A-STREET RULES FOR VOLUNTEERS

Only volunteers who have read these safety rules may be involved in the litter pickup.

1. Clean-up activity should only occur during daylight hours, at least four times a year through the months of April to November. No clean up should take place during bad weather.
2. No volunteers shall be under age 10. One adult supervisor shall be provided for each five workers under age 18.
3. Carpooling is recommended to reduce roadside parking.
4. Volunteers must stay out of the lanes of traffic, work on the same side of the street and cross to the other side at intersections with caution. Avoid mowing and construction areas.
5. For the protection of all workers, safety vests and gloves are required. Long pants and thick-soled shoes are recommended.
6. A first aid kit and cellular phone must be available to volunteers during the clean-up. An adequate supply of drinking water and insect repellent are recommended.
7. Possession or consumption of alcoholic beverages or controlled substances while working is prohibited. Inappropriate behavior during the pickup may be cause for termination of the permit.
8. Do not touch or pick up items that you may feel are hazardous or contaminated. Report the existence of these items to the Office of Public Works, 789-2246.
9. Following every clean-up event, the group shall call the Public Works Garage at 789-2246 to schedule a location and time for trash pick up. Generally, filled bags should be left at or near the "Adopt-a-Street" signs. Groups are allowed to dispose of bags themselves if they have access to an approved waste drop-off site.
10. All safety vests and un-used trash bags should be returned to the Office of Public Works, Municipal Center West, 300 S. Seventh St., Room 201, unless other arrangements are made in advance.
11. Aluminum cans or other discarded material may be kept by the volunteers. Valuables such as briefcases, suitcases and wallets must be submitted to the Adopt-a-Street coordinator to be returned to the owner or to the proper authorities.