



City of Suffolk Public Works Department

442 West Washington Street, 2nd Floor

Suffolk, VA 23434

Phone: 514-7604 Fax: 514-7726

Email: littercontrol@suffolkva.us

ADOPT-a-STREET REGISTRATION FORM

OVERVIEW OF PROGRAM

To reduce litter and enhance the appearance of our community and to promote education of litter control benefits, we request permission to clean the following route of litter.

(Please give the street name and indicate beginning and end of your proposed route):

PLEASE PRINT

Name of Group: _____

Exact Name to be _____

Placed on Roadway _____

Signs: _____

Number of Members: _____

Group representative
Name: _____

Address: _____

Email: _____

Phone: _____ (Home) _____ (Other)

Date: _____

**ADOPT-a-STREET AGREEMENT
CITY OF SUFFOLK
SUFFOLK CLEAN COMMUNITY COMMISSION**

THE CITY AGREES TO:

- Provide bags, safety vests, and trash pickup for each scheduled cleanup day;
- Conduct safety training classes, as needed, for group leaders of the adopting group and encourage safety at all times as an integral part of the program;
- Maintain records of group cleanup results.

THE GROUP AGREES TO:

- Contact the Litter Control Coordinator a minimum of one week prior to a cleanup day;
- Conduct a minimum of 2, preferably 4, cleanups in compliance with the City's Safety Guidelines and Procedures. Inform all participants of safety measures prior to a cleanup;
- Be responsible for City property which will be signed out on an "as needed" basis;
- Return Clean-Up Report Cards to Litter Control Coordinator the very next week following the cleanup;
- Notify Litter Control Coordinator if your group terminates the cleanup;
- An adult must supervise group members less than 18 years of age.

Said work will be performed under and in accordance with the terms above and attached. By acceptance of this agreement, the group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Suffolk, its employees, and agents and save harmless from them against any and all claims, damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence arising from the exercise of the privileges granted in the agreement. The Suffolk Litter Control Coordinator may terminate the agreement at any time the applicants do not comply with this agreement or at any time the applicant's work effort is considered unsafe or causes traffic problems. The Suffolk Litter Control Coordinator reserves the right to revise or discontinue this program at any time.

Agent for Adopt-a-Street Group

Date

ADOPT-a-STREET

Safety Guidelines and Procedures

To conduct a safe clean up, all volunteers **MUST:**

- Dress appropriately. Wear thick soled, closed toe boots or shoes. Sandals are not allowed;
- Long sleeves and pants should be worn by volunteers working in tall grass or weeds;
- Wear sunscreen rated SPF 15 or greater, sun glasses, and a hat;
- Wear bright, light colored clothing and lime green vest;
- Park all cars clear of any roads or in designated parking spaces. If no parking is available, car pool to the site;
- Wear work gloves;
- Work only in daylight and in fair weather;
- Provide adult supervision for group members less than 18 years of age;
- Be aware of poisonous plants and inform group leader if you are allergic to bees;
- Drink plenty of fluids and take breaks as needed;
- Have a First Aid Kit available; either carry a cell phone with charged batteries or know the location of the nearest telephone.

To protect yourself and the group, volunteers **MUST NOT:**

- Squeeze or step on bags to make more room for trash;
- Pick up syringes or hypodermic needles with bare hands;
- Pick up materials that appear to be hazardous. Report dumping or spills to the Public Works Department at 514-7600;
- Work during peak travel times, darkness or inclement weather including temperatures in excess of 90° F;
- Horseplay or do anything that may distract passing drivers;
- Use power tools such as lawn mowers, tractors, chainsaws, etc.;
- Participate under the influence of alcohol or drugs;
- Overexert yourself;
- Pick up litter at construction sites or on property otherwise not authorized.

