



### **ADOPT – A – SPOT PROCEDURES**

1. Pick a date – rally your team, get them excited about making a difference – they will see immediate results!
2. Call Lisa Blevins, at 540-731-3605, and advise when you want to pick up supplies, and how many people will be participating. Please give at least 2 days advance notice. Don't forget to state your group's name.
3. Pick up your supplies at the Department of Public Works at 699 17<sup>th</sup> Street.
4. Review safety guidelines with the group before starting – these can be found on the bottom of this page.
5. After your clean up, please complete Reporting form provided with your supplies - can also be filled out on line at [www.radfordva.gov](http://www.radfordva.gov) and return supplies!
6. For each safety vest that is not returned, there will be a \$10.00 charge.

### **SAFETY GUIDELINES**

Please review with all participants before cleanup!

1. Dress appropriately; loose clothing (long sleeved and long pants) are best.
2. Wear closed toe shoes.
3. Wear orange safety vests.
4. Wear rubber, work, or gardeners' gloves.
5. Children under 15 years old must be supervised by someone at least 18 years of age (no babies please!).
6. Participants must work facing oncoming traffic.
7. No litter is to be picked up in the street. Participants must stay clear of traffic at all times.
8. Do not pick up trash in tunnels, bridges, or overpasses.
9. Do not pick up trash in tall grass or weeds.
10. Do not pick up hazardous or any other chemical materials – call in item/location to
11. Be careful of poison ivy, poison oak, etc.
12. Be careful of insects, chiggers, snakes, etc.!
13. Be sure to take breaks whenever needed.