



# **Adopt A Street Program Guidelines**

## **Thank you for your interest in the City of Lakewood's Adopt-A-Street Program**

**PURPOSE:** To provide guidance for administration of the Adopt-A-Street Litter Control Program on City Street Right-of-Ways.

**PROGRAM PROCEDURES:** Each group should expect to follow the following program procedures

- a. All active groups must have a current application on file and provide a designated representative from your organization.
- b. Provide training (or links to training video) for all participants prior to participating in the Adopt-A-Street program.
- c. Follow program policies and procedures provided in this packet. Copies are also provided in each adopt a street clean up kits.
- d. Volunteer organizations shall be assigned street sections based on "Safety" and a "First Come First Served" basis.
- f. Volunteer organizations shall be assigned a street section for a period of two years. Agreements can be terminated by either party upon thirty days' written notice.
- g. All participants should sign the Volunteer Roster/Release Waiver and Hold Harmless form on the day of each litter pickup and provide to City following pick up day. Blank Form is provided in the cleanup kit. Please provide date of clean up on the form and signatures.
- h. All participants shall be at least 15 years of age or older. Parents or Guardians for participants under the age of 18 years old shall read the Release, Waiver and Hold Harmless Agreement and sign the Roster.
- i. During Adopt-A-Street activities, there shall be at least one adult supervisor present from the organization for every eight minors.
- j. We encourage teams to adopt both sides of the street.
- k. Volunteer organizations that have not been active for a period of 6 months may be terminated from the program and recognition signage will be removed.

### **NEW PROGRAM OPPORTUNITY - Graffiti Cover-up Program**

The City is providing supplies to cover up graffiti you find out along the streets as part of our Adopt A Street Program. Please note that the provided resources should only be used to cover up graffiti located on City property.

City property includes:

- Sign Posts Only (example street name and traffic sign posts) Because of traffic sign code issues regarding visibility and reflectivity, we normally replace street signs that have a lot of graffiti on them. So paint the post and report the sign (instructions below).
- City buildings
- City streets/roads and fences
- Parks – bathrooms, pavilions, park shelters, benches, playgrounds and equipment
- Traffic signal boxes/cabinets (Do not paint stainless steel or wrapped boxes)
- Street lights (City property owned and NOT Private)
- Traffic Signal poles

We are not able to cover up graffiti on private property. If you are unsure if the tagged property is City property or the graffiti is just too extensive to address with the supplies you have, please report online or through mylakewood311 and we'll forward to the appropriate department (see below).

## How do I report graffiti?

You can report graffiti in many ways:

- ✓ BEST METHOD: Use MyLakewood311 to send information to the City  
<https://cityoflakewood.us/mylakewood311>
  1. Download MyLakewood311 onto your phone or register online
  2. Select "Submit a new request"
  3. Select "Operations & Maintenance"
  4. Select "Graffiti – Vandalism on City Property"
  5. Identify location & select "next"
  6. Take photos (before and after)
  7. Write a description for request
  8. Input into Notes on 311 that you will be or have covered up graffiti with the date and time information
  9. Submit request
- ✓ Use your phone to take a picture and email to [parks@cityoflakewood.us](mailto:parks@cityoflakewood.us). Note location of graffiti
- ✓ Write a note on your volunteer sign-in form and include a description of the graffiti and location. We'll try to find it out in the field.
- ✓ Call and leave a message on the City's Operations and Maintenance line (253) 267-1628 for items such as reporting graffiti on utility properties (PSE, Lakeview Light & Power, Century Link, Tacoma Power), Lakewood Water District property or other private locations.

## Adopt a Street and Graffiti Cover-up Kits

Registered groups can pick up their Adopt a Street and Graffiti cover-up kits at the 1<sup>st</sup> floor counter at Lakewood City Hall, 6000 Main St. SW. in Lakewood between the hours of 10:00 a.m. and 4 p.m. Please provide 48 hour notice of your pick up so we can be sure your kit is ready for you when you arrive.

Graffiti Cover-up Kits consists of:

- ✓ Spray Paint Colors (Gray, Brown, White, Hunter Green, Cold Galvanized, Black (Flat and Gloss).
- ✓ Colors may vary based on availability but please try to match paint color to the surface being covered
- ✓ Gloves (chemical resistant) and Rags
- ✓ Safety Glasses – Must be used at all times when covering-up graffiti
- ✓ Caution - Please wear old clothes since you might be getting paint on your clothes

## POSSIBLE EXPOSURES / SAFETY RISKS

Your safety is our #1 priority. But please be aware that volunteers who engage in these programs may suffer injury or may cause injury or property damage to others while performing their duties. Either may result in potential liability claims against the City.

**All volunteers must go over the "Adopt-A-Street Safety Plan" prior to participating in the program and sign the consent and liability release form located in each kit.**



**Adopt-A-Street  
Application Form**  
Operations and Maintenance  
6000 Main Street SW Lakewood, WA 98499  
Phone (253) 267-1628 Fax (253) 503-1731

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**Name of Volunteer Organization**

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**Mailing Address**

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**Email Address**

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**Phone Number**

List the section(s) of City Street you are interested in cleaning (in order of preference)

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**Street Name (1<sup>st</sup> Preference)**

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**Street Name (2<sup>nd</sup> Preference)**

Please note that the sections of City Street are assigned on a "First Come First Served" Basis. If the sections your group has identified are unavailable, the City of Lakewood will suggest alternatives

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**Print Name of Volunteer Organization Representative**

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**Signature of Volunteer Organization Representative**

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**Day/Evening telephone number**

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**Email Address**

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**Mailing Address**

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**City, State, Zip**

## Adopt-A-Street Volunteer Program AGREEMENT

This Agreement is entered into this day and between the City of Lakewood, a municipal subdivision of the State of Washington, and herein known as the "City" and a volunteer or volunteer organization herein known as the "volunteer."

X \_\_\_\_\_

***(Signature of volunteer or organization / group team leader and representative)***

WHEREAS, the City has the authority to establish a City-wide Adopt-A-Street Litter Control Program pursuant to RCW 47.40; and

WHEREAS, the Volunteer wishes to contribute toward the effort to reduce roadside litter by volunteering to assist in picking up litter on the section of road specified herein;

NOW THEREFORE, the City does hereby authorize the volunteer to participate in the Adopt-A-Street Litter Control Program by picking up litter within an assigned section of the City Street, in accordance with the following terms and conditions:

### **The Team Leader does hereby agree to:**

1. Conduct cleanup activities in a safe manner and under any conditions as may be required by the City for the safety of the participants. Participant safety is the number one priority of the program, and the Volunteer agrees to take full responsibility for the safety of each and every participant.
2. Place an advance warning sign (diamond shaped, with black letters on an orange background reading "VOLUNTEER LITTER CREW AHEAD"). The sign should be placed in the shoulder, approximately three feet from the lane edge, and no farther than one mile from the nearest worker and no more than 500 feet from the nearest worker.
3. Assign a leader to each cleanup crew, and that crew leader shall have a copy of this agreement with him/her at all times during the cleanup activity.
4. Pick up litter at their assigned area on both sides of the street (unless there is a safety hazard) and no less than four times per year. Recommended interval for cleanup is once every three months, unless additional cleanups are necessary to maintain a neat appearance.
5. **Require all participants wear a safety vest and gloves** which are provided by the City during cleanup activities. Participants may want to bring their own gloves to insure fit.
6. Allow no more than ten (10) people to participate in the cleanup activity at one time over a one-half mile section.
7. Have no more than two (2) vehicles per one-half mile section of assigned street parked on the City road shoulder within the assigned area during a cleanup activity. (\*Note: A minimum number of vehicles shall be used to transport the participants to the assigned area.) All parking of vehicles shall be in compliance with current signage and State law.
8. Require that all participants shall be 15 years of age or older. The Volunteer shall provide supervision by one or more adults for every eight (8) minors (between the ages of 15 to 17 years) participating in the cleanup activity.
9. Conduct an initial orientation and safety training for volunteers participating in this program and sign an acknowledgement of the same. Each leader should utilize materials and training aids provided by the City prior to participating in the program.
10. Obtain supplies and safety materials from the City at Lakewood City Hall, Monday – Friday between the hours of 10:00 am - 4:00 pm. Safety supplies should be returned to the City during regular business hours within three working days after the litter cleanup. Please provide at least 48 hours' notice so we can be sure supplies are ready and available for you.
11. Place filled trash bags on the road shoulder away from sidewalks or pathways for pickup and disposal by the City. Please notify the City of location and total number of trash bags.

12. Call 911 if you feel it is needed for safety or injury.
13. Notify the City IMMEDIATELY in the event of any hazard or emergency in City Right-of-Way at (253) 267-1628. Participants who find anything that is hazardous or suspected to be hazardous shall not touch it, but take all proper precautions and leave it for disposal by the proper authorities. In addition, participants shall not pick up syringes, hypodermic needles, suspected drug paraphernalia, or exceptionally large, heavy or unyielding objects. These kinds of materials should be flagged, and the City notified to arrange proper disposal.
14. Turn in the Volunteer Sign in Roster within 3 days of litter pickup.
15. Report any and all injuries incurred by participants during cleanup activities within two working days and complete all the sections of a provided incident report form.
16. Recommend that at least one person with a valid First Aid Card be present during cleanup activities. A small first aid kit will be located in your clean up kit.
17. Contact City if the lead volunteer or point of contact changes or if the group is no longer involved with the program.

**The City Does Hereby Agree to:**

1. Designate a program administrator to act as contact person for this Agreement.
2. Furnish trash bags, hard hats, vests, and other safety equipment deemed necessary.
3. Remove the filled trash bags from the road shoulder upon notification by the volunteer.
4. Clean up large, heavy or hazardous items along adopted roadways when necessary.
5. Provide safety materials and training aids to the volunteer representative for use by the volunteer in training participants.
6. Provide the volunteer with appropriate traffic control equipment to include an advance warning sign. Additional items such as traffic cones can be provided upon request.
7. Furnish and install an Adopt-A-Street sign with the volunteer group name or acronym displayed within the assigned area after regular and consistent Adopt-A-Street activities are performed by the group and volunteer sign in sheets and other reports are returned in a timely manner.

**General Conditions**

1. Recycling is an accepted and encouraged activity. Recyclable items collected by participants may be removed from the site at the option of the volunteer. Profits from the sale of recyclable items belong to the volunteer.
2. Occasionally, wildlife may be present in the vicinity of cleanup activities. Volunteer shall not approach or otherwise interfere with or harm any wildlife. If wildlife activity conflicts with cleanup activities, volunteer shall notify the City for rescheduling or resolution.
3. The City may suspend this Agreement temporarily because of construction that may take place within the limits of the assigned area. Once these activities have been completed, the volunteer shall be notified and the Agreement restored.
4. The term of this Agreement shall commence on the date of the execution indicated below, and shall end on the last day of the following year, unless terminated by the volunteer or the City with thirty (30) days written notice. If this Agreement is complied with, volunteer shall have first right of renewal and can renew for two more years.
5. Upon termination of this Agreement, the Adopt-A-Street sign shall be removed and remain the property of the City.

