



Transportation Department

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Adopt-A-County Road Group Leader Checklist

BEFORE EVERY CLEANUP:

- 1. Notify the Adopt-A-County Road Program Coordinator (303-441-3900) of cleanup date.
- 2. Check County's website at <http://www.co.boulder.co.us/transportation/roads/adoptacountyroad/> for any updates or additional information to share with your group.
- 3. Notify your group of meeting place and time.
- 4. Before your scheduled cleanup, pick up supplies and schedule a safety checklist review meeting with the Adopt-A-County Road Program Coordinator during work hours (8am to 4pm Monday through Friday).
- 5. Verify all participants have signed a "**Waiver and Release Agreement**" for Boulder County.
- 6. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in your safety talk.
- 7. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:

- 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- 2. Make sure there is at least 1 adult for every 5 participants under 16 years of age and that all participants are at least 12 years old.
- 3. Check for appropriate clothing. Hand out safety vests.
- 4. Ensure that participants are not under the influence of drugs and alcohol.
- 5. Review Cleanup & Safety Procedures with the group! This MUST be done before EVERY cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

- 1. Check that cars are parked as far off the road as possible.

AFTER THE CLEANUP:

- 1. Collect safety vests.
- 2. Thank all group members for their hard work!
- 3. Notify Adopt-A-County Road Program Coordinator by phone that cleanup is complete. Report where trash bags are located, number of bags, and location of any hazardous materials and animal carcasses.
- 4. Return Accomplishment Form in person or by mail or fax.