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.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx 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 (8 am to 4 pm 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, mail or fax.