



Public Works

Adopt-A-County Road Group Leader Checklist

BEFORE EVERY CLEANUP:

- ___1. 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.
- ___2. Notify your group of meeting place and time.
- ___3. Verify all participants have watched the Methamphetamine Lab Waste Video and have signed and submitted the "**Waiver and Release Agreement**" for Boulder County.
- ___4. 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.
- ___5. 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 and that all participants are wearing their safety vests and gloves.

AFTER THE CLEANUP:

- ___1. Collect All safety vests.
- ___2. Thank all group members for their hard work!
- ___3. Accomplishment Form can be submitted via fax 303.441.4594, email adoptaroad@bouldercounty.org or electronically by going to www.bouldercounty.org/roads/driveways/pages/adoptacountyrd.aspx When reporting your cleanup provide the following information:
 - a. How many participants
 - b. How many hours
 - c. How many bags of trash that were collected
 - d. How many bags of recyclable items collected
 - e. Along with location of any hazardous materials including animal carcasses or large items.

