

**Howard County
Department of Public Works
Group Leader's Checklist**

For best results, schedule with your group months in advance for the first 4 clean up dates for the year.

At Least One Week Before Clean Up:

- _____ Notify the Adopt-A-Road Program Coordinator of clean up date.
- _____ Notify your group and other participants of a meeting place and time. Schedule an alternate date of possible rain or inclement weather that could postpone clean up.
- _____ At least one week prior to scheduled clean up date, make arrangements with your nearby highways shop and/or the Adopt-A-Road Program Coordinator to pick up required clean up supplies.
- _____ Walk or drive your road segment prior to meeting with your group to note construction area and other hazards.
- _____ Share this information with your group in safety talks.
- _____ Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.
- _____ Optional – bring a camera (for a group picture) and/or take a pictures of any sources of litter (i.e., Dumpsters overflowing, fast food containers, etc.)

At The Meeting Place:

- _____ Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- _____ 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.
- _____ Check for appropriate clothing. Hand out safety vests.
- _____ Ensure that participants are not under the influence of drugs or alcohol.
- _____ Review the clean up safety procedures with the group!!! This MUST be done before EVERY clean up!

At The Clean Up Site, Team Leaders Should:

- _____ Check that cars are parked as far off the road as possible.
- _____ Post the folding WARNING SIGNS over top of your group's adopt-a-road signs prior to starting clean up.
- _____ Removed warning signs when clean up is complete.

After Clean-Up:

- _____ Place trash bags and other debris around your adopt-a-road signs.
- _____ Collect safety vests and warning signs.
- _____ Complete clean up activity report.
- _____ Notify Adopt-A-Road Program Coordinator that clean up is complete 410-313-7472, and forward the clean up activity report via fax 410-313-7260, e-mail (lwiley@howardcountymd.gov) or mail too:

Department of Public Works
Adopt-A-Road Program Coordinator
7125 Riverwood Drive Suite B
Columbia, MD 21046

- _____ Contact your nearby highways shop to schedule pick up of trash and report the location of any hazardous materials or animal carcasses (Cooksville 410-313-5453, Dayton 410-313-7252, Mayfield 410-313-4951)

Please accept our sincere thanks and appreciation for a job well done! It is important that you turn in the clean up activity report as soon as possible because they provide us with statistics on the volume and type of litter being picked up and the number of clean ups necessary to keep the road clean. After today's event, you have made a difference and are helping us keep Howard County beautiful. Thanks for all you do!