



Cleanup Request Letter

Thank you for your efforts in helping keep Houston beautiful. Please read these instructions carefully as well as all of the attached forms. The following forms listed below will initiate the process in your cleanup, please make sure you fill them out in their entirety. Incomplete information delays the process.

- Cleanup/ Beautification Request
- Supply Request
- Roll-Off Trash Container Request

These forms are processed on Wednesday every week. However, the **forms must be submitted at least three weeks in advance of the requested day of your cleanup.**

We hope that you will schedule cleanups with Keep Houston Beautiful on a consistent basis. Please use these forms as your originals or “master copy” and make plenty of copies for other cleanups.

When filling out the information on the Cleanup/Beautification Request and the Roll-Off Trash Container Request, it is very important to use the 49th Edition Houston/Harris County Key Map to give the correct page number and location of where the container will be dropped off. It is also important to describe where the dumpster should be placed at the site. The Container Request form should include what side of the intersection (i.e. intersection of Main and Houston or on Main in the Cleanup lot.). Or whether it is a parking lot, vacant lot, etc.

A Supply Request must be completed even if you are only using trash bags for your cleanup. **If you are requesting equipment for your cleanup, then a \$50 deposit is required and \$100 deposit for heavy equipment**, please make sure the check is payable to Keep Houston Beautiful. Please take care of the equipment. If the equipment is not returned in the original working condition/state in which it was checked out, the deposit will NOT be returned! When you are ready to pick up your supplies at the warehouse, please bring a copy of the approved supply request with you. Keep Houston Beautiful will not issue any item without approval.

IMPORTANT: The continued funding of this program is dependent on the effective reporting of equipment and supply usage. After your cleanup, please complete the enclosed Site Box Score Form and return it to the KHB office via fax. If you checked out equipment, you may return the Site Box Score Form to the warehouse with your equipment.

Thank you for your cooperation, and for helping keep Houston beautiful.

If you have any questions please contact the Clean Neighborhoods Coordinator at 713-839-8855, Fax number 713-839-8880, or contact us via e-mail at info@houstonbeautiful.org

Once complete, please fax or mail to our office:

Keep Houston Beautiful
Attn: Weekend Cleanups
3000 Richmond Avenue, Suite 350
Houston, Texas 77098
713-839-8880



Cleanup/Beautification Request

Organization Council district Community name Date of request

Contact person Mailing Address Zip code

Work phone Home phone

Mobile phone or pager E-mail address

Time of event. (2 weeks' notice required – 3 – 4 weeks notice for a dumpster.)

1st choice for date of event 2nd choice for date of event

Kick-off location/ address Kick-off time

Geographic location.

Key Map page(s) Zip codes

Northern street boundary Southern street boundary

Eastern street boundary Western street boundary

Activities planned.

Check all that you plan to do:

A. Delitter B. Plant trees, shrubs and/or flowers C. Other _____

Please estimate.

_____ # of probationers requested _____ # of volunteers recruited

_____ # of 40 cubic yard, open-top roll-off trash containers (2 maximum)

Important notes.

1. If you need roll-off containers, please fill out the attached Request Letter.
2. You must have the property owners' written permission to enter weeded lots.
3. You are responsible for arranging restroom facilities and first aid during the event.



Supply Request Form

**Must have SITE BOX SCORE FORM
when returning equipment**

Contact Person	Pick-up date	Cleanup Date
Organization		
Phone	Cell Phone	E-Mail

Supplies Assigned and Returned

(Please **do not** write in the gray areas)

Trash Bags			Garden Rake			24" Big Wheel Mower			Hand Saw		
Vests			5 or 10 gallon cooler (circle size)			21" small Mower			Tiller (1)		
Gloves			Ice Chest			Weedeater			Pitch Fork		
Orange Cones			Debris Shovel			Weedeater Cord			Post Hole Digger		
Litter Grabbers			Long Nose Shovel			Weedeater Oil/Gas Mix			Spading Fork		
Hand Claw Tool			Regular Shovel			Goggles			Tent/Canopy (1)		
Heavy Metal Rake			Square Head Shovel			Gas Can – citizen fill up			Tables (3)		
Push Brooms			Long Scrappers			Square Head Hoe			Ladders (2)		
Small Hand Trowel			Machete			Loppers			First Aid Kit		
Wheelbarrow			Swing Blade			Hedge Trimmer			Paint Materials		

Keep Houston Beautiful @ Environmental Service Center, 5614 Neches, 713-699-7960 or KHB Office: 713-839-8855;
Fax: 713-839-8880

Checked out by	Date
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Approved by KHB office for loan of tools/equipment Date

Note: A **\$50.00 deposit** or **\$100.00 deposit (for heavy equipment)** is required **EXCEPT** when *only trash bags* are requested! All above items must be returned, including gloves and vests, in order for the deposit to be returned. Damaged or missing tools will be deducted from the deposit. An invoice for the difference will be issued to you.

By signing below you agree:

- To use tools for a community beautification project, cleanup, improvement and/or maintenance project
- To pick up and return tools to the KHB warehouse in a timely manner
- To store the tools in a secure location, protected from the weather
- To be financially responsible for any missing or damaged tools (other than normal wear and tear)

Signature

Date



Roll-off Trash Container Request

CITY OF HOUSTON

Solid Waste Management Department

ADOPT-A-CONTAINER PROGRAM

Today's Date

Mr. Harry Hayes, Director
Dept. of Solid Waste Management
P. O. Box 1562
Houston, TX 77251-1562

Dear Mr. Hayes:

We are requesting a roll-off trash container (30 or 40 cubic yards) for use during our cleanup/beautification event. We understand that **one (1) container can be requested, and your department must receive the request at least two (2) weeks prior to the cleanup date.** We understand that no garbage and no building materials (such as bricks, concrete, and lumber from torn down buildings or remodeling) may be placed in the containers, and that the containers are issued on a first come, first served basis. We understand that a confirmation will be issued to us. We understand that our container **MUST** be submitted to the Keep Houston Beautiful office at least **two (2) weeks in advance** of our cleanup date.

We also understand it is our responsibility to contact **Ms. Karen Journet at 713-699-7906** after our event with the street location of any bagged litter we leave out and/or to report any overflow of trash around the container(s) we are requesting.

Organization

Contact Person

Office/Home

Cell

Fax Number

Number of container(s) requested

Date Needed

Type of Material Discarded

Key Map Page

Council District

Location of container(s)

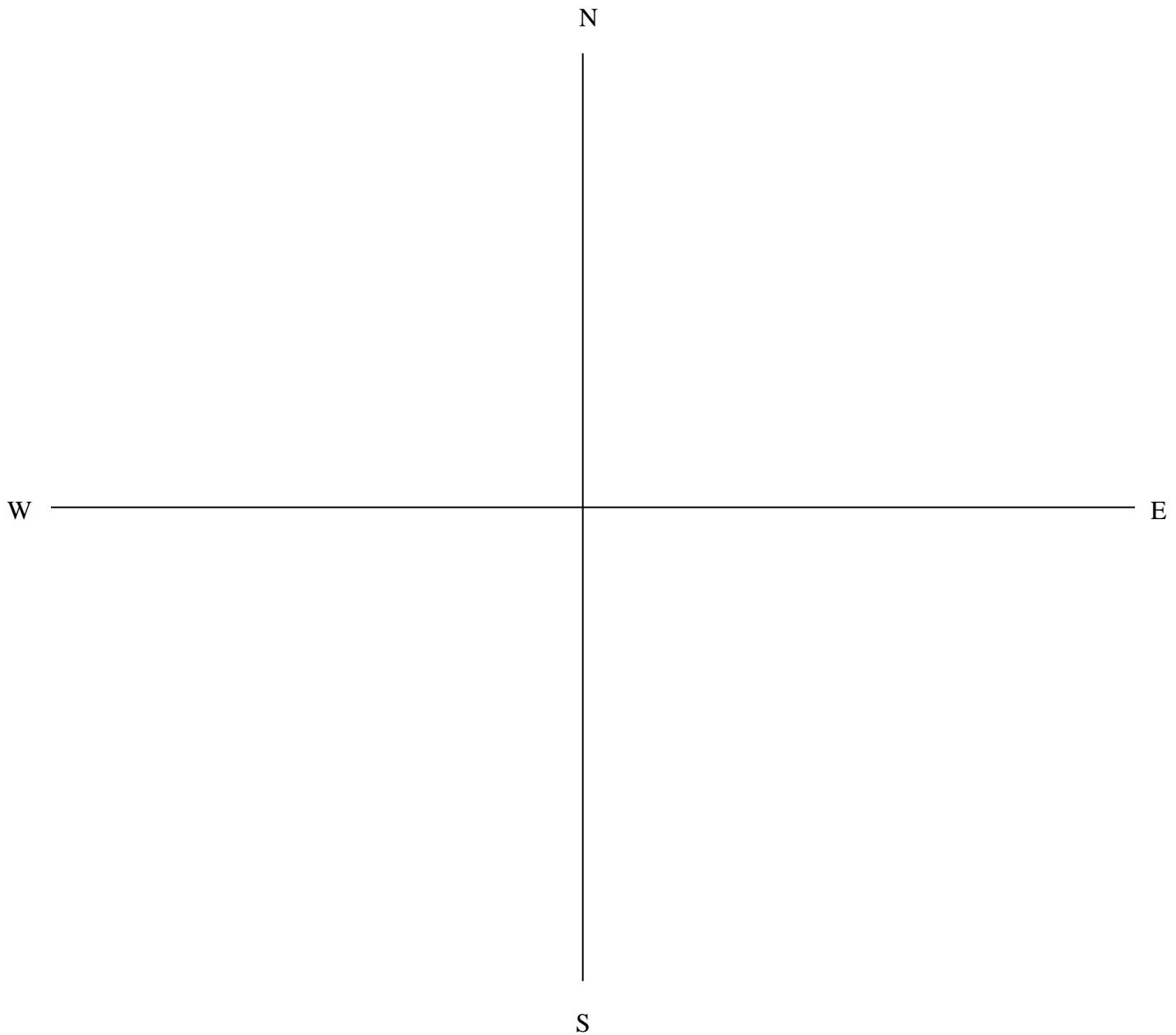
Please fax or mail completed form to:
Keep Houston Beautiful
ATTN: Weekend Cleanups
3000 Richmond Avenue Suite 350
Houston, TX 77098- 3188
FAX: 713-839-8880

Roll-Off Trash Container Request Diagram Form

Please label the following diagram according to where the location of the dumpster that you are requesting will be placed. Make sure all the streets are labeled correctly according to the compass. Please denote the dumpster by symbol of a star. Thank you for your cooperation. This process is to ensure the dumpster is placed in the desired location without any problems. Please complete 1 diagram for each dumpster(s) requested. An **EXACT** address must be listed in order for your request to be processed.

Name of Organization _____

Date _____





KHB Site Box Score Form

Cleanup Date: _____

Organization _____

Site name _____

Cleanup Beautification Number of volunteers _____ Number of Probationers _____

Event time: start _____ end _____ Council District _____

List the name of each participating volunteer group:

1.	4.
2.	5.
3.	6.

Please provide address (s) of lots mowed:

Other _____

ACTIVITIES: Please indicate the quantities for the activities completed

Trash Bags Collected		Dumpsters Filled	
Esplanades Mowed		Lots Mowed	
Street Blocks Cleaned		Miles of hiking, biking, nature trails cleaned/weeded/maintained	
Esplanades Cleaned		Playgrounds/sport fields, community recreation areas built, cleaned, restored, constructed	
Illegal Dumps Cleaned		Nature Centers, outdoor classroom areas built, cleaned, restored, constructed	
Ditches Cleaned		Homes painted, renovated, built	
Vacant Lots Cleaned		Flowerbeds/Gardens Installed	
Parks Cleaned		Individual Plants/Flowers Planted	
Car Tires Collected		Trees Planted	
Truck Tires Collected		Street Esplanades Landscaped	
Recycling Bags Collected (glass, plastic, aluminum cans)		Waterways cleaned, restored, improved	
Pounds of electronics collected for recycling		Graffiti Sites Removed	

Submitted by: _____ Date: _____

Tel: _____ E-Mail: _____



KEEP HOUSTON BEAUTIFUL

NEIGHBORHOOD CLEANUP VOLUNTEER PROGRAM
VOLUNTEER REGISTRATION

Name Organization
Address
City Zip
Home phone Work phone E-mail

ACKNOWLEDGMENT, WAIVER AND RELEASE

This form must be signed by each volunteer who will participate (Participant) in or otherwise be involved with the Keep Houston Beautiful Neighborhood Cleanup Volunteer Program (Program). Volunteers under age 18 must have this form signed by a parent of legal guardian.

I ACKNOWLEDGE and UNDERSTAND that I am volunteering my services to the Program gratuitously, without any express of implied promise by the City to compensate me for my services, and I ACKNOWLEDGE and UNDERSTAND that I am not entitled to, and will not receive, remuneration of any kind, including, but not limited to, salary or reimbursement for my transportation, parking, travel, or any other expenses whatsoever which may be incidental to my services as a volunteer for the Program.

I ACKNOWLEDGE and UNDERSTAND that I will be participating in the Program at my own risk. I affirm that I am physically fit and prepared to perform services in the Program. I will not create an unsafe situation for other individuals, or myself, nor will I use any tool or engage in any task with which I am not completely comfortable. I will abide by all applicable federal, state and local laws, as well as the rules and directions of the Program coordinators. If I see any situation that I feel is unsafe, I will call it to the attention of a safety coordinator.

IN CONSIDERATION OF PARTICIPANT BEING PERMITTED TO PARTICIPATE AND AS A CONDITION TO BEING ALLOWED TO PARTICIPATE IN THE PROGRAM, I, THE UNDERSIGNED, FOR AND ON BEHALF OF MYSELF, MY MINOR CHILD (IF APPLICABLE), MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, HEREBY RELEASE, ACQUIT AND FOREVER DISCHARGE KEEP HOUSTON BEAUTIFUL, AND THE CITY OF HOUSTON, TEXAS, TOGETHER WITH ITS/THEIR FORMER AND PRESENT ELECTED AND APPOINTED OFFICIALS, DIRECTORS, LEGAL REPRESENTATIVES, AGENTS, SERVANTS, EMPLOYEES (IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES), VOLUNTEERS, SUCCESSORS, ASSIGNS, AND ALL AFFILIATED PERSONS AND ENTITIES (HEREINAFTER COLLECTIVELY CITY), OF, FROM AND AGAINST ANY AND ALL LIABILITIES OF EVERY KIND, CLAIMS, CAUSES OF ACTION, WHETHER AT LAW OR IN EQUITY, IN CONTRACT OR TORT, UNDER STATUTORY OR COMMON LAW OR PURSUANT TO THE TEXAS OR UNITED STATES CONSTITUTION(S) (INCLUDING ALL EXPENSES OF LITIGATION, COSTS, AND ATTORNEYS' FEES), KNOWN AND UNKNOWN, LOSSES, JUDGMENTS, FINES, DEMANDS, DAMAGES, LOSS OF USE OR SERVICES, OR INJURIES TO REAL AND/OR PERSONAL PROPERTY AND/OR PERSONS (INCLUDING DEATH) (COLLECTIVELY CLAIMS), CAUSED BY, ARISING OUT OF, TOUCHING UPON OR IN ANY WAY RELATING TO THE PROGRAM AND/OR THE PRESENCE, MALFUNCTION, MAINTENANCE, ADDITION, SUBSTITUTION, USE OR CONDITION OF ANY TANGIBLE PERSONAL OR REAL PROPERTY OWNED, LEASED, OPERATED, OR UTILIZED BY THE CITY IN CONNECTION WITH THE PROGRAM EVEN IF THE CLAIM IS THE RESULT OF THE ACTUAL OR ALLEGED SOLE NEGLIGENCE OF THE CITY AND/OR THE RESULT OF THE ACTUAL OR ALLEGED GROSS NEGLIGENCE OF THE CITY, AND/OR THE ACTUAL OR ALLEGED JOINT OR CONCURRENT NEGLIGENCE OF THE CITY AND ANY OTHER PERSON OR ENTITY, AND/OR THE ACTUAL OR ALLEGED STRICT, STATUTORY OR CONSTITUTIONAL LIABILITY OF THE CITY.

Finally, I hereby grant the City full and complete permission to use in legitimate promotions of the Program photographs, video shots and quotations from me. THANK YOU FOR VOLUNTEERING!

Signature of Participant/Parent or Legal Guardian of Participant Printed Name of Participant Date

Printed Name of Parent or Legal Guardian (if signing on behalf of a Participant under age 18)



Safety Tips

As we work to clean up our neighborhood, we should all exercise caution so that we can prevent this day from being marred by any injury. Volunteer groups must follow very important safety guidelines. We can't afford to lose anyone who cares so much about our city!

The following is a list of Safety Tips that will help us make this day a great success for all:

1. Be Alert and ready to react to traffic.
2. Always stay at least 5 feet away from the edge of the road.
3. Be on the watch for snakes around logs, tall grass, and other likely places.
4. Under no circumstances should you attempt to pick up hazardous litter, such as car batteries, discarded syringes, or hypodermic needles.
5. Avoid contact with poison ivy and/or poison oak.
6. Be alert to stinging insects, especially fire ants, wasps, and bees.
7. Do not attempt to compact (squeeze) trash sacks to gain room for more trash. Injuries from broken glass or jagged objects often occur as a result of this practice. Fill the sack with what goes in easily and then get another bag—we have plenty to go around!
8. Do not wear music headsets that could interfere with hearing traffic.
9. Work together as a group and be sure to work on what side of the clean up area at a time.
10. Every group should have a first aid kit and a mobile phone. In warm weather, take frequent drinks of water and frequent breaks and take steps to prevent sunburn.

Special notes.

1. Please put aluminum cans into separate bags so that they can be recycled and used again for something else.
2. See your block captain for specific instructions on the handling of tires at your site.



Revised 4/28/10

Power Equipment Safety Requirements

The operation of power equipment needs special safety consideration due to the equipment's high potential to cause injury to the operators and people near the equipment.

- 1. Dress correctly when you operate the power equipment.**
 - Wear substantial footwear, long pants, and close fitting clothes
 - Safety eyewear and gloves are also necessary to avoid injury
- 2. Clean the area out before you start mowing.**
 - Rocks, stones, and other hard debris can be ejected and cause injury to the operator and people nearby
- 3. Make sure to only fill the equipment's gasoline tank when the engine is cold to avoid fire or explosion. Turn the engine off while filling the tank and avoid spillage of the fuel.**
 - Make sure that you are using the correct fuel for the equipment, two stroke engines such as weed trimmer units take an oil-gasoline mixtures and power mowers take straight gasoline
 - Check crankcase oil levels frequently on power mowers to avoid damage to the valuable equipment
 - Never smoke or allow the equipment or fuels to be near fire
- 4. Never start the equipment indoors, even to test it.**
- 5. Make sure that you understand all of the controls on the power equipment before you use it. Never remove safety guards or other items from the units.**
- 6. Operate the power equipment carefully.**
 - Never mow wet grass. You may slip and fall and the mowers clog in wet grass.
 - Always turn off the engine and/or disconnect the spark plug wire before attempting to unclog or untangle cutting blade(s).
 - Always shut off the engine to the unit before adjusting the cutting height.
 - Always watch your footing on slopes. Mow across an incline and never mow an incline that is too steep for balance control.
 - Never pull the mower towards you. Always push forward.
 - Keep the mower flat while it is running. Do not lift it up.
 - Always turn the engine off while crossing a sidewalk or driveway.
 - Stop the mower immediately if you hit an object. Inspect the machine and repair any damage before starting the engine.
 - Do not attempt to make repairs on the power equipment yourself. This function is for trained professionals.
- 7. Keep hand, feet, and clothing away from blades and moving parts of the power equipment.**