

City of Virginia Beach

Clean Community Office
and
Clean Community Program

Adopt-A-Programs





Dear Concerned Citizen:

Thank you for your interest in Virginia Beach's Litter Cleanup or Landscape Maintenance Adopt-A-Program. The AAP **Litter Cleanup** program includes Beaches, Highways, Parks, School Grounds, Spots, Streets, Trails, and Waterway adoptions. This program was developed to encourage concerned citizens to take a participatory role in helping keep Virginia Beach clean and beautiful. The AAP **Landscape Maintenance** program was instituted to enhance the appearance of individual neighborhoods.

Only through the involvement of citizens like you can Virginia Beach maintain an aesthetically pleasing environment and preserve its natural resources. We appreciate your caring about Virginia Beach and your interest in adopting a portion of our city and keeping it litter-free, or maintaining a landscaped area. By doing so, you are helping to reduce litter around our City and making it a more beautiful and pleasant place to live. A clean community promotes a healthy community. Participating in these programs not only helps beautify our environment, but also increases your physical activity and improves your overall health, according to Virginia Beach Department of Public Health's Cardiovascular Health Promotion Project.

Please take some time to review the conditions of the two AAP programs, and the safety regulations that are outlined in the following pages. If after reviewing the material, you or your group wish to participate in one of the Adopt-A-Programs, please complete the application and return it to the Clean Community Office. A representative from our office will then contact you to finalize the Adoption.

If you have any questions, please contact us at 385-4104. Again, thank you for caring about Virginia Beach.

Sincerely,

Ruby Arredondo
Clean Community Coordinator

Clean Community Office Clean Community Commission
4141 Dam Neck Road, Virginia Beach, VA 23456-5792
Phone: 757-385-4104 or 757-385-4461 Fax: 757-427-1895
E-mail: vbclean@vbgov.com
Website: www.vbgov.com/vbclean or www.vbclean.org

THE ADOPT-A-PROGRAMS

Litter Cleanup

PROGRAM INTENT

The AAP Litter Cleanup programs encourage citizen participation in litter cleanup of designated areas in our community at regular intervals. Individuals, organizations, or businesses agree to keep a designated area clean of litter for a two-year period, and to conduct a minimum of one litter cleanup every other month (or six litter cleanups per year). We also ask that groups monitor the adopted area and perform cleanups as needed and appropriate.

The volunteer group is provided with materials to help them with the cleanups and a sign bearing their name will be posted in the area they have adopted. At the end of the two-year period the volunteer group will receive a special certificate of appreciation if the required minimum number of cleanups were completed. At this time the group can renew their adoption if they so choose.

AAP Program groups are invited to our annual Recognition Ceremony where AAP groups that have gone beyond the required minimum cleanups per year are specially honored.

Areas eligible for adoption include:

Beaches • Highways • Parks • School Grounds • Spots • Streets • Trails • Waterways

LITTER CLEANUP GUIDELINES

1. The City's Clean Community Office shall coordinate, review, and approve the proposed area(s) of adoption. If there is a question of safety or health, the proposed adoption will not be approved.
2. Any local community or social organization, business, or individual (18 years or older) will be allowed to adopt. Participants must have an approved agreement on file with our office prior to conducting any cleanup. The Clean Community Office reserves the right to deny adoption requests or requests for signs or other supportive program material for any reason whatsoever.
3. The program is a **two year commitment** and requires a **minimum of one litter cleanup every other month** (or six litter cleanups per year). Adopt-A-Waterway groups are strongly encouraged to participate in the annual Clean the Bay Day (2nd Saturday in June) and/or the International Coastal Cleanup (3rd Saturday in September) as one/two of their six required cleanups per year. After two years, the adopting group may choose to renew their agreement.
4. Group members less than 15 years of age must be supervised by an adult 18 years or older. One adult per five under-age group members is required. Parental permission shall be obtained for each minor. **No one under the age of 10 may participate in the Adopt-A-Highway or Adopt-A-Waterway Program.**

5. Safety training guidelines for Highway, Street, and Waterway adoptions will be provided by the Clean Community Office to the group contact. The group contact, in turn, is required to meet with their participants to review safety guidelines prior to each cleanup. No participant may be involved in a litter cleanup unless they have reviewed the safety guidelines.
6. The Clean Community Office will supply participants with safety information, trash bags, pick-up sticks, reflective roadway safety vests, or other materials required for the cleanup. The materials will be picked up prior to the cleanup and any surplus materials shall be returned following the cleanup.
7. Participants are encouraged to separate and recycle materials to the maximum extent possible. Trash bags are to be properly disposed of by the group. If removal of bags or debris is required, the group contact may notify the Clean Community Office at 385-4104 or e-mail vbclean@vbgov.com the first business morning after the group=s cleanup to ensure prompt removal.
8. **Reporting: After each cleanup, adopting groups must file a report** with the Clean Community Office online at www.vbgov.com/vbclean, or by e-mail to vbclean@vbgov.com, providing the group name and number, date of cleanup, number of people involved, number of pounds of litter picked up, and hours spent. The report may include any comments or questions about the cleanup or program. These cleanup reports are the only way we have to document participation and to monitor the success of the program.

If e-mailing the information is not convenient, printed report cards will be provided to each group/individual and should be completed and returned to the Clean Community Office following each cleanup.

9. In-kind contributions (use of equipment i.e., watercraft, chain saws, etc.) and/or donations (i.e., plant material, mulch) will be noted on the cleanup report provided to the Clean Community Office.
10. The Clean Community Office reserves the right to revise these conditions or discontinue the program at any time.
11. A sign(s) noting the program and the participant 's name will be installed in the adopted area. It will be ordered for the adopting group after the Clean Community Office receives the group's first completed cleanup report. Signs are provided at the onset of the group=s adoption. Reorder of signs due to change of name will be at the adopting group=s expense.
12. Adopting groups' members shall not trespass on private property. If it becomes necessary to enter private property, permission from the property owner must be secured before entering.
13. Each person participating in any cleanup activities or maintenance sessions related to the City's "Adopt-A-Program" does so at his or her own risk, and the City of Virginia Beach, its employees, agents, and officials shall not be responsible or liable for property damage or personal injury resulting from such participation. The applicant shall so advise all participants of the foregoing conditions.

ADDITIONAL

LITTER CLEANUP CONDITIONS

Highway Adoption: **Two-mile sections** of arterial roadways are eligible for adoption. This will include both sides of the highway.

Beach Adoption: **One-mile sections** of beaches are eligible. Boardwalk beaches are **excluded** from adoption.

Street Adoption: **One-mile sections** of non-arterial roadways are eligible for adoption with this program. This will include both sides of the street

School Grounds Adoption: The School Principal must agree to support the adoptive group's cleanup efforts and allow any trash collected during cleanups to be deposited in the school dumpster. It is the adoptive group's responsibility to make these arrangements with the school and to obtain the **School Principal's signature** on the agreement form before it is turned in to the Clean Community Office for approval.

Park Adoption: Most City and neighborhood parks are eligible for adoption.

Spot Adoption: Spots can include City buildings (including recreation centers and libraries), vacant lots, walkways, medians, or other littered areas. The facility administrator of city buildings must agree to support the adoptive group's cleanup efforts and allow any trash collected during cleanups to be deposited in the facility dumpster. It is the adoptive group's responsibility to make these arrangements with the facility and to obtain the **facility administrator's signature** on the agreement form before it is turned in to the Clean Community Office for approval.

Trail Adoption: **One-mile sections** are eligible for adoption. The trail surface proper plus five to ten feet (5' to 10') on each side of the trail should be kept clean.

Waterway Adoption: Sections of waterways, as determined and approved by the Clean Community Coordinator, are eligible for adoption. The purpose of waterway cleanups is to manage litter along stream banks, shorelines, and waterways. Adoptions of **no less than one-half mile** of waterway are suggested. Typically, a team of two people can cover one mile of a lightly littered waterway in about one or two hours. When required, canoes and other watercraft should be owned by the volunteer and volunteers should be experienced in their use and limitations.

Adopt-A-Waterway groups are highly encouraged to participate in the annual Clean The Bay Day (2nd Saturday in June) and/or the International Coastal Cleanup (3rd Saturday in September) as one/two of their six required cleanups per year.

THE ADOPT-A-PROGRAMS

Landscape Installation & Maintenance

PROGRAM INTENT

The AAP Landscape Maintenance program was instituted to enhance the appearance of individual neighborhoods. Through the involvement of businesses, groups and individuals, Virginia Beach can maintain an aesthetically pleasing environment and preserve its natural resources. Volunteer groups agree to maintain a landscaped area for a **two-year period**, and to conduct a **minimum of one maintenance session every other month** (or six maintenance sessions per year).

The adoptive group will **provide all the plant material** for their designated area. In exchange, a sign bearing their name will be posted in the area they have adopted. At the end of the two-year period the volunteer group will receive a special certificate of appreciation if the required minimum number of cleanups were completed, and may then renew their adoption.

Adoption areas could include: medians, entrances into subdivisions, parks, and other public areas.

LANDSCAPE INSTALLATION & MAINTENANCE GUIDELINES

1. Any business, civic organization, or individual may participate. All potential locations must be approved by the Parks and Landscape Services Administrator or his designee.
2. The sponsoring business, civic organization, or individual will provide a landscape plan drawn to scale showing all plant locations, types of plants, sizes of plants, beds and islands, and above and below ground utilities. A **minimum of 300 square feet** of landscaping is required to qualify for this program. Program participants must have an approved agreement on file with the City of Virginia Beach, Clean Community Office, before beginning any work.
3. A business, civic organization, or individual must provide complete landscape maintenance services for the area landscaped including weeding, pruning, watering, and the removal and replacement of dead plant materials or seasonal change of annual flowering plants. All financial responsibility will be borne by the adopting group.
4. Participants will be required to adopt the area for a minimum of two years.
5. The Clean Community Office will provide roadway safety vests for use while working within the public right-of-way.
6. The City shall not be liable for any damage to the landscaped area caused by repair or maintenance of a public utility.

7. The Clean Community Office staff will monitor each project. If any project location is not being satisfactorily maintained in the opinion of the Clean Community Office staff, the City reserves the right to cancel the agreement and require removal of the plant materials by the sponsor with no compensation.
8. Before any work commences, the area is to be surveyed for underground utilities by contacting Miss Utility at 1-800-552-7001.
9. The Clean Community Office will provide and install a sign, at its discretion, identifying the sponsoring business, civic organization, or individual.

After each landscape maintenance session, adopting groups must file a report with the Clean Community Office online at www.vbgov.com/vbclean, or by e-mail to vbclean@vbgov.com, providing the group name and number, date of cleanup, number of people involved, number of pounds of litter picked up, and hours spent. The report may include any comments or questions about the cleanup or program. These cleanup reports are the only way we have to document participation and to monitor the success of the program.

If e-mailing the information is not convenient, printed report cards will be provided to each group/individual and should be completed and returned to the Clean Community Office following each maintenance session.

10. In-kind contributions (use of equipment i.e., lawn mower, yard tools, etc.) and/or donations (plant material, mulch, etc.) will be noted on the cleanup report provided to the Clean Community Office.
11. The Clean Community Office reserves the right to revise these conditions or discontinue the program at any time.

ADDITIONAL LANDSCAPE MAINTENANCE CONDITIONS

Any business, civic organization, or individual participating in this program shall assume the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of citizen/company, its subcontractors, agents or employees under or in connection with this contract or the performance or failure to perform any work required by this agreement. Citizen/company shall hold harmless and indemnify City and its agents, volunteers, servants, employees, and officers from and against any and all claims, losses or expenses, including but not limited to reasonable attorney=s fees, which any indemnified entity or party may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such damage, real or alleged. Citizen/company shall, upon written demand by City, assume and defend at citizen's/company's sole expense any and all such suits or defense of claims.

ADOPT-A-PROGRAMS GENERAL SAFETY TIPS

✓ DO

- ✓ Work as a group, in pairs during cleanup dates. Never venture out alone.
- ✓ Wear a roadway safety vest(provided) if you are involved in a highway, street cleanup or maintenance session on the public right-of-way, so you can be seen and identified with the cleanup team.
- ✓ Walk facing traffic, being careful to stay away from the pavement ' s edge.
- ✓ Wear light or bright colored protective clothing, as well as hard-soled shoes. Sandals or open toe shoes should not be worn. Wear work gloves to protect against cuts, scrapes and contact with poisonous plants.
- ✓ Make participants aware of the possibility of contact with poison plants, noxious weeds, bees, snakes, etc. Stay alert and avoid them and always carry insect repellent.
- ✓ Work only during daylight hours and in good weather.
- ✓ Provide adult supervision for group members 10 - 15 years of age.
- ✓ Carpool to the pickup site to keep the number of cars to a minimum. Park all cars clear of roadway.
- ✓ Wear life vests when working from a boat or canoe if you are involved in a waterway cleanup.
- ✓ Only use and operate a chain saw or other power tool if familiar and qualified.

X DON'T

- X Don't horse around or do anything that will distract other volunteers.
- X Don't participate in litter cleanups or maintenance sessions while under the influence of alcohol or drugs.
- X Don't overexert yourself.
- X Don't pick up litter on construction sites.
- X Don't pick up hazardous materials. Call the Environmental Crimes Hotline
Monday – Friday – 8am – 5pm - 385-4228
Evenings and weekends – 385-5000 ext 1
- X Don't pick up litter or do landscape maintenance during peak traffic times, if your adopted area is a highway or street or is near a highway or street.
- X Don't step into high vegetated areas or stick your hands under objects or into high vegetated areas.

IN CASE OF EMERGENCY:

- Every cleanup crew should have a first aid kit available, including insect repellent.
- Have transportation readily available and a means to contact the appropriate authority (a cell phone or the location of the nearest pay phone).
- Carry a list of emergency numbers.

Waterway Cleanup Safety Tips

Notification:

Always leave a work plan detailing departure/return times and locations with a responsible person **ashore**.

Parking and Loading:

Provide adequate space to get well off of traveled portion of road.

Launching:

Utilize a clean, sloped area.

Avoid walking on wet grass or soils on sloped areas. These provide an ideal situation to sustain injuries from slipping and falling.

Loading Equipment:

Avoid lifting heavy objects alone.

Don't try loading with one foot ashore and one in the boat; use your partner.

Place sharp objects, such as axes, saws, etc. in a safe place to avoid contact during travel and work activities.

Ropes, nets and bags should be neatly stowed until needed.

Safety Equipment Items:

Flotation vest(s) in good condition

Adequate anchor (tie) lines

Oars or paddles

First Aid kit(s)

Fire extinguisher(s), if equipped with motor

Natural Hazards:

Poisonous snakes are in several areas.

Don't step into high vegetated areas.

Watch for snakes overhead and in the water. Keep your eyes open!

Avoid poison ivy, etc.

Personal Injuries:

Don't stand up in craft.

Wear appropriate shoes to prevent slipping on wet boat decks.

Wear gloves to protect against cuts, scrapes, and contact with poisonous plants.

Crew Size:

Always work in pairs – never venture out alone (helpful if someone falls overboard and/or becomes injured).

Boats:

Never overload your craft with personnel and/or debris (make extra trips to drop site).

Don't throw heavy objects into boat (when loading heavy objects, place them into boat to prevent damage to the bottom and possible sinking).

Adoptive groups must abide by the Virginia Department of Game and Inland Fisheries (VDGIF) Boating Regulations (if applicable). For a copy of the Boating Regulations, contact VDGIF at (804) 367-1000 or visit them online at www.dgif.virginia.gov.

Power Equipment Operation:

Chain saws & any other power equipment should be operated only by persons familiar with them.
 Boat motors and accessories should be operated only by qualified persons.

NOTE:

Attendance to specialized training would be a definite advantage: (1) chain saw operation, (2) snake and poisonous plant identification and related information (3) basic boating, first aid, etc. (4) boating safety courses through the Coast Guard or Virginia Department of Game and Inland Fisheries.

If any adjoining property owners should object to your cleaning efforts, explain to them what you are doing. If objections are still apparent, leave area as is and move on. Make note in your report of any pertinent information if this situation is encountered.

If other problems such as severe erosion, broken pipes or drainage problems are noticed, please make note of this in your report.

SOME COMMON ITEMS AND THEIR WEIGHTS				
Bag of Litter	20 lbs.		Metal Frame	3 lbs.
Bag of Clothes	30 lbs.		Metal Container	50 lbs.
Sofa	60 lbs.		Dresser	50 lbs.
Chair	25 lbs.		Billiard Table	250-1,000 lbs.
Mattress	25 lbs.		Shopping Cart	50-60 lbs.
Television	15 lbs.		Tire	24 lbs.
Dishwasher	75 lbs.		White Goods	750 lbs.
Automobile Parts	25 lbs.		Bike	24-40 lbs. (child or adult)

A Clean Community Promotes a Healthy Community

SOME COMMON ACTIVITIES AND THE STEPS EQUIVALENTS PER MINUTE*				
(Multiply the number of "steps" by the number of minutes spent on the activity)				
Canoeing 2.5 mpg	70		Walking	
			2 mph (30 min./mile)	60
Gardening Moderate Heavy	90		Rowing (leisurely)	75
	155			
Mowing	135		Bicycling 10 mph (6 min./mile)	125
* Steps are estimates from the "Clicker-Power Program", www.clickpower.org 10,000 steps equals approximately 5 miles				

"Walking is the best possible exercise. Habituate yourself to walk very far." - Thomas Jefferson



City of Virginia Beach

Clean Community Office

Clean Community Commission

4141 Dam Neck Road

Virginia Beach, VA 23456-5792

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