



# ADOPT-A-ROAD

A Program of the Community Services Division

17500 Midvale Avenue North, Shoreline, WA 98133 | (206) 801-2700 | FAX (206) 546-7868

## ADOPT-A-ROAD CLEANUP GUIDELINES

Once you have signed the Adopt-A-Road Agreement and have confirmation from the Customer Response Team that your paperwork is complete, here are the steps to follow for a successful cleanup

### To Schedule

- √ Email [crteam@shorelinewa.gov](mailto:crteam@shorelinewa.gov) or call (206) 801-2700 at least 2 weeks prior to scheduled cleanup date to request safety equipment.
- √ **Please be sure to include:** your name, phone number, and email. State the date you plan to perform cleanup and whether you need one or two bags. Each bag has equipment for 10 people.
- √ The week of your cleanup email [crteam@shorelinewa.gov](mailto:crteam@shorelinewa.gov) or call (206) 801-2700 to request a *pick up time* for the equipment. See hours in box at bottom.
- √ Equipment picked up Friday can be returned Monday.

### **To schedule safety kit use:**

**[crteam@shorelinewa.gov](mailto:crteam@shorelinewa.gov)**  
**(206) 801-2700**  
FAX (206) 546-7868

Shoreline City Hall Annex  
1110 N 175<sup>th</sup> Street  
Shoreline, WA 98133

HOURS: 8:00 am – 5:00 pm

### To Perform a Group Cleanup

- √ Keep your group safe! The group leader needs to review the safety rules with the group before the cleanup starts.
- √ Use the safety equipment, including the “Litter Crew Ahead” sign to catch the attention of drivers.
- √ All participants must sign the Hold Harmless Agreement.

### After the Cleanup

- √ Return the completed Hold Harmless Form and all equipment in the Safety Kit Bag to Shoreline City Hall Annex (address below).
- √ Arrange for garbage disposal by the City. Either return bagged garbage to Shoreline City Hall Annex when you return Safety Kit or call the City at (206) 801-2700 to arrange for city crews to pick it up at a designated location. Near your Adopt-A-Road sign is a great spot!