



VOLUNTEER TOOL REQUEST FORM

My Community - My Responsibility

- Adopt a Spot
- Adopt a Park
- Adopt a Creek
- Adopt a Drain
- Community Cleanup

Name/Organization: _____

Address: _____

Email: _____ **Ph:** _____

Project Location: _____ **Cell:** _____

Type of Activity: _____ **Fax:** _____

of Volunteers: _____

Project Date: _____ **Project Time and Duration:** _____

Debris Plan (*Place bags in the agreed-upon place and call the PWA Call Center at 510-615-5566*):

Tool Lending (*Volunteer must have an appointment with a Public Works Staff person to pick up or return tools*):

Choose one of the following locations:

- 1. 250 Frank Ogawa Plaza (at the loading dock behind the building, at San Pablo & 16th St) Tool Pick-up Appt:
- 2. 5050 Coliseum Way (enter at guard shack, go around buildings to the back of the yard) Tool Return Appt:

Choose the type and amount of tools needed (note type of tool if more than one listed in parentheses):

Tool	#	Returned	Tool	#	Returned	Tool	#	Returned	Tool	#	Returned
Bags, trash			Gloves (latex)			Lopper			Rake, metal		
Bags, paper greenwaste			Gloves (work)			Mattock (15", 23" or 32")			Shovel, square flat		
Bags, reusable greenwaste			Graffiti kit			Paint (note color)			Shovel, round pointed		
Broom, house (large or small)			Hand saw			Paint roller/Pans			Shovel, scoop		
Broom, push			Hand trowel			Pickup stick (large or small)			Vests		
Dust pan			Hand weeder			Pitchfork			Water Cooler		
Flags			Hedge shear			Pruner/Clipper			Other:		
			Hoe (large or small)			Rake, leaf (large or small)					

Picked up by: _____ **Date:** _____

Returned by: _____ **Date:** _____

of Volunteers: _____ **Total Volunteer Hours:** _____

Return this form to adoptaspot@oaklandnet.com or fax to (510) 238-7286
Questions? Contact us by email at adoptaspot@oaklandnet.com or by phone at (510) 238-7630