



Oakland Adopt a Spot Application

Thank you for your interest in volunteering for Oakland!

Oakland Public Works, in partnership with our community, provides opportunities for everyone – individuals, families, neighborhood groups, civic organizations, employee groups and local businesses – to play an active and ongoing role in maintaining, cleaning, greening, and beautifying Oakland’s neighborhoods, parks and creeks.

The ***Oakland Adopt a Spot*** program accommodates a wide range of volunteer interests and goals. Participants adopt a public space and make a commitment to regularly clean and maintain the spot for no less than one year. Adopted spots must be on City of Oakland property or right-of-way. Typical spots include parks, creeks, storm drains, medians, curbs, sidewalks and traffic islands. Volunteer activities may include: removing litter, graffiti and weeds; keeping storm drains clear, installing mosaics and murals on litter containers, restoring habitat, and more.

Public Works supports volunteers by providing tools and supplies, debris pickup assistance, promotion, and technical assistance.

This application packet includes:

- Oakland Adopt a Spot Request and Agreement
- Volunteer Waiver & Release of Liability
- Litter Container & Utility Box Beautification Rules
- Volunteer Guidelines

To Adopt a Spot:

1. Read and familiarize yourself with the *Volunteer Guidelines* (pages 5-6). Additional information is posted at www.oaklandadoptaspot.org.
2. Complete and sign the *Oakland Adopt a Spot Request and Agreement* form (page 2) and the *Volunteer Waiver & Release of Liability* (page 3). If requesting to beautify a litter container or utility box, sign the *Litter Container & Utility Box Beautification Rules* (page 4) and submit artwork sample or description.
3. Send completed documents to adoptaspot@oaklandnet.com, or via fax to (510) 238-7286, or mail or deliver to Oakland Public Works Department, 250 Frank H. Ogawa Plaza, Suite 5301, Oakland, CA 94612.
4. A Public Works representative will contact you to discuss your volunteer goals. Once your application is approved, you will be sent a copy signed by Public Works, you will be added to the Adopt a Spot database, and you will become eligible for support from the City.

To Adopt a Drain:

1. Do not fill out the Adopt a Spot application. Sign up to Adopt a Drain by visiting this website: www.adoptadrainoakland.com.

If you have any questions regarding the Oakland Adopt a Spot program, please call (510) 238-7630 or email adoptaspot@oaklandnet.com.



Join us on Facebook at www.facebook.com/sustainableoak.



Public Works Department • Bureau of Facilities & Environment • Environmental Services Division
Adopt a Spot Program • 250 Frank H. Ogawa Plaza, Suite 5301, Oakland, CA 94612

Oakland Adopt a Spot Application

Please complete this application and the following waiver, scan and email them to adoptaspot@oaklandnet.com, or fax forms to (510) 238-7286. You may also mail or deliver to Oakland Public Works Dept., 250 Frank H. Ogawa Plaza, Suite 5301, Oakland, CA 94612. A Public Works representative will contact you. Your Adopt a Spot Agreement and Volunteer Waiver & Release of Liability will be valid when it is signed by a Public Works representative and returned to you.

Name of Individual/Group: _____

Primary Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

1) Please check type(s) of spot to be adopted:

Park (name: _____) Block (curb and sidewalk)
Creek (name: _____) Other (please describe)

Litter container or utility box beautification: Please submit a sample and/or description of the design and complete the Litter Container and Utility Box Beautification Rules form (page 4 of this packet).

**To adopt a storm drain, do not fill out this form. Sign up at www.adoptadrainoakland.com instead.*

2) What is the closest actual address to your spot (e.g. "123 Main St.")?

3) What is the closest street intersection to your spot (e.g. "Main St. and 1st Ave.")?

4) Approximately how often do you plan to clean/beautify the spot?
daily ___x per week weekly monthly bi-monthly other: _____

5) Generally, which day(s) of the week will you work? Time of day?
Mon Tue Wed Thu Fri Sat Sun _____ to _____

6) What activities will you do? (Please check as many as you wish)
litter pickup weeding graffiti removal other: _____
Briefly describe the scope of your work:

7) On average, how many volunteers will be working in the spot at any one time? _____

8) May we help you recruit additional volunteers by listing your Adopt a Spot contact information in the Public Works Monthly Volunteer Events Calendar and other listings? Yes No

.....
I/we wish to adopt the abovementioned spot. I have read and signed the attached Volunteer Waiver & Release of Liability. I will have fellow volunteers sign a copy of the Volunteer Waiver & Release of Liability (available at www.oaklandadoptaspot.org) prior to commencing work and at least once per year. I will send these signed copies to Oakland Public Works and keep copies on file. I agree to follow the Volunteer Guidelines, which I will have fellow volunteers also read prior to commencing work. I understand that the City of Oakland reserves the right to terminate this Agreement at any time for failure by me or my fellow volunteers to abide by its terms.

Signature of Contact Person

Date

In support and recognition of this adoption, Public Works agrees to:

- Authorize this adoption for a period no less than one (1) year from the date below
- Provide tools, debris bags and other supplies, as appropriate
- Pick up City-issued debris bags from designated locations

Signature of Public Works Representative

Date

Email

Phone



Litter Container & Utility Box Beautification Rules

These rules must be observed when applying materials to City litter containers and utility boxes:

- All artwork designs must be approved by a Public Works representative before permission is granted to proceed with the project. Please include your design with this application.
- All vents, lock openings, and hinges must remain free of foreign materials that could impede their function.
- All materials must be non-toxic /non-corrosive and adhere to the surface in a manner that prevents them from eroding or shedding into the storm water system.
- The City of Oakland will not be responsible for any artwork applied to litter containers or utility boxes. In the event that container or box must be replaced, the artwork will not be saved or returned to the artist.
- The City is not responsible for the upkeep and repair of any artwork applied to litter containers or utility boxes. Artwork will be removed and discarded if it is not maintained in a manner that reflects positively on the City and the community, or if it causes interference with the function of the litter container or utility box.

I have read, understand, and will abide by these rules.

Volunteer Name

Signature

Date

Public Works Representative

Signature

Date



CITY OF OAKLAND
PUBLIC WORKS

Volunteer Guidelines

Thank you for your dedication to Oakland! Your well-being and satisfaction are important to us. All volunteers are expected to conduct themselves in a safe, courteous, and legal manner while participating in activities on City property or right-of-way. Please follow these guidelines:

General Conduct

- Always be courteous.
- Never use vulgar language or engage in threatening or disruptive actions.
- Never make unauthorized changes to City property or right-of-way, including landscaping.
- Keep foreign mulch and soils off City property and right-of-way, unless pre-authorized by Public Works.

General Safety

- Wear appropriate footwear, clothing, sunscreen, and eye protection.
- Stay hydrated.
- For Emergencies, call 911, or from a cell phone call 510-777-3333 (Oakland).
- In the event of injury while volunteering, please notify City of Oakland staff ASAP at adoptaspot@oaklandnet.com, 510-238-7630.

Tool Safety

- Do not use power tools.
- Carry tools carefully to avoid hitting others. For example, carry tools vertically with the tool pointed down.
- Always use the right tools for the job. Ask a team leader or City staff if you are unsure.
- Never allow children to play with tools or to use sharp tools.
- Always keep your tools close to you.
- When not using tools, neatly place them out of the way to prevent trip hazards.
- Count and clean your tools after an activity/cleanup.
- Return borrowed tools and supplies, as agreed. Tool Request Form available at www.oaklandadoptaspot.org.



Traffic Safety

- Stay out of the street when possible.
- Cross streets at signals or crosswalks, not mid-block.
- When working in or around a gutter, work from the sidewalk.
- If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- Contact Environmental Services to assess or assist with traffic calming/coning.

Working near Waterways

- Always work with a partner near water.
- Avoid touching [poison oak](#). Bathe and wash clothes after suspected contact.
- Watch your footing on slopes and shorelines.
- Never allow children to work on steep slopes or near shorelines without adult supervision.

Debris Removal

- Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- Never touch medical or hazardous waste (including hypodermic needles, automotive fluids, unknown fluids and materials). Report hazardous waste in the public right of way to the Oakland Fire Department at 510-444-3322.
- Separate collected materials into recycling, green waste and garbage.
- Dispose of recycling in your residential grey recycling cart.
- Dispose of small amounts of trash in your residential burgundy garbage cart. Larger amounts of trash placed in clear plastic City-issued bags can be picked up by Public Works. Bags supplied by request.
- Dispose of small amounts of green waste, such as leaves and trimmings, in your residential green cart. Waste Management will pick up green waste in paper bags placed next to your residential green cart on your normal trash pickup day.
- Debris boxes can be requested with one month's notice for large cleanups.

Coordinating with Public Works to pick up City-issued trash or green waste bags

- **Park, median, and large volume pick-ups need pre-approval.** Please contact Environmental Services at least two weeks in advance if you anticipate needing City assistance disposing of large amounts of trash or green waste. At least one month notice is needed for debris box requests.
- Consolidate bags into one or few locations on street corners or near accessible litter containers in parks. Place bags in a safe location that does not block the street or public right of way, such as by a street corner or next to a litter container.
- For street cleanups, report collected debris to the Public Works Call Center at (510) 615-5566 (Mon-Fri between 8am – 4:30pm), or report online 24/7 by emailing opwcallcenter@oaklandnet.com or visiting www.seeclifix.com/oakland.
 - Report the type of debris, number of bags, and nearest address or intersection.
 - *Contact Environmental Services at least two weeks prior to you event to facilitate timely pickup.*

Note: The City reserves the right to immediately withdraw support for any volunteer if, at the sole discretion of the City, the volunteer's conduct while participating in volunteer activities on City property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state or federal law. Withdrawal of support may include repossession of loaned tools and revocation of related Adopt a Spot Agreements.

