

# Adopt a Spot Procedures

1. Pick a date – rally your team, get them excited about making a difference – they will see immediate results!
2. Call 757-933-2311 and advise when you want to pick up supplies, and how many people will be participating. Please give at least 2 days advance notice. Don't forget to state your group's name!
3. Pick up your supplies at the Public Works Operations Center at 513 Oyster Point Rd (see directions below).
4. Review safety guidelines with the group before starting – these can be found on the back of this page and on the back of the Reporting form.
5. After your clean up, please complete Reporting form (provided with your supplies - can also be filled out on line at [www.nngov.com/public-works/sw/adopt](http://www.nngov.com/public-works/sw/adopt)) and return supplies!



*Thank you for helping keep Newport News  
clean and beautiful!!*

Directions to Public Works Operations Center: Across Jefferson Avenue from Patrick Henry Mall is a Wendy's. Turn down the street next to the Wendy's (Operations Drive). Go straight through the 4-Way stop. The road will curve to the right, and our building (H) will be there right after the curve. Please park in front at the Visitor Parking, and enter through the main entrance, which is towards the left of the building. Your supplies will be ready for you across from the front desk.

## **SAFETY GUIDELINES**

**Please review with all participants before cleanup!**

1. Dress appropriately; loose clothing (long sleeved and long pants) are best.
2. Wear closed toe shoes.
3. Wear orange safety vests.
4. Wear rubber, work, or gardeners' gloves.
5. Children under 15 years old must be supervised by someone at least 18 years of age (no babies please!).
6. Participants must work facing oncoming traffic.
7. No litter is to be picked up in the street. Participants must stay clear of traffic at all times.
8. Do not pick up trash in tunnels, bridges, or overpasses.
9. Do not pick up trash in tall grass or weeds.
10. Do not pick up hazardous or any other chemical materials – call in item/location to 247-2500
11. Be careful of poison ivy, poison oak, etc.
12. Be careful of insects, chiggers, snakes, etc.!
13. Be sure to take breaks whenever needed.



**To Find Out More About Recycling, Litter Prevention And How You Can Help**

**Call 757-933-2311**

*Please Remember, Safety First!*