

CLEAN & GREEN. CLEVELAND.



♥ YOUR NEIGHBORHOOD

CLEAN & GREEN TRAILER CLEANUP INFORMATION PACKET

Cleveland
Neighborhood
Progress



investing for vibrancy

 **Citizens Bank®**

Hello, and thank you for choosing to use the **Clean&Green** Cleveland Trailer! We are very excited to see the great work that Clevelanders are doing to beautify our city! Enclosed in this packet is all of the information and documents you will need to make your event a success. Please read through the information carefully, and keep the packet handy as you will need it throughout your **Clean&Green** Experience.

CONTENTS

Participation Requirements & Coordinator Responsibilities.....	2
Contact Information.....	4
Trailer Contents List.....	5
Helpful Information and Reminders	6
Frequently Asked Questions.....	7
Post Cleanup Instructions.....	8
Cleanup Check List	9



PARTICIPATION REQUIREMENTS

- Event/cleanup effort must be in the City of Cleveland
- Event/cleanup effort must have a designated Cleanup Coordinator
- Clean & Green Cleveland trailer may be borrowed for a maximum of three (3) days

COORDINATOR RESPONSIBILITIES

The individual who submits the Clean&Green Application is considered the Cleanup Coordinator, and as such is agreeing to the following responsibilities:

- The Coordinator will ensure that the Clean&Green Cleveland Trailer is secured when not being used, and all items will be returned
- The Coordinator will ensure proper parking location of the trailer at the project area
- The Coordinator will provide a cell phone number which they can be reached at for coordination of trailer delivery and pickup
- The Coordinator will be **personally** present and **on-time** for delivery and pickup dates and times, and have the driver initial the Checklist at both drop off and pickup
- The Coordinator will notify Clean&Green Cleveland staff of any and all items identified on the equipment list, which are not returned to Clean&Green Cleveland for any reason by the pickup date
- The Coordinator will recruit a minimum of 5 volunteers
- The Coordinator will complete and return the application form two weeks prior to the event and will ensure the participant waiver list is submitted following the event
- The Coordinator will ensure no one under the age of 18 years old will use any of the power equipment provided
- The Coordinator will confirm equipment inventory prior to receipt of the trailer and upon the return of the trailer to Clean & Green Cleveland personnel
- The Coordinator will ensure that all trash is removed from the supplied garbage cans and the trailer at the end of your event

- The Coordinator will ensure the trailer and all of its contents are returned in good order and report missing items not returned in the condition they were received
- The Coordinator agrees to complete and submit the Post Cleanup Report within 14 (fourteen) days of the completed project. Report is accessible on website
- The Coordinator will contact Clean and Green Cleveland staff in the case of an emergency or if there are changes to a reservation prior to your event

Submitting the project application signifies acknowledgement of these responsibilities. If there are any questions or concerns please notify the **Clean&Green** Cleveland staff member indicated on the Contact page of this packet. Only the person who will be the coordinator of the event should submit the application.

CONTACT INFORMATION

Due to the structure of the program, there will be three main points of contact throughout the **Clean&Green** process:

1. Melinda Gigante, Cleveland Neighborhood Progress
216-453-0484
Mgigante@ClevelandNP.org
*Your primary point of contact. Contact for any questions regarding **Clean&Green** CLE.*
2. Donna Harper, Sutton Builders
office@suttonbuilders.com
Will reach out to you to confirm and adjust delivery/pickup dates and times.
3. Keith Sutton, Sutton Builders
Point of contact on day of delivery/pickup. Will reach out to you.

HELPFUL INFORMATION, TIPS, AND REMINDERS

- The Trailer is 27 feet long. Please plan for this in regards to the space for the trailer.
- Get together as many volunteers as you can. A minimum of five volunteers is required.
- Make sure you provide a cell phone number so the driver can call you if needed.
- Please be on time when receiving and returning the trailer.
- Trailer placement must be in a well-lit, secure area. Placement of the trailer on a street, road or avenue (versus a lot) must be expressly requested and will only be considered for single-day reservations.
- We DO NOT have the ability to deliver or pick-up the trailer on Sunday therefore reservations for Sunday-only or use beginning Sunday cannot be approved.
- When the trailer is dropped off, be sure to get the Driver's initials on the event checklist. Do it again when the trailer gets picked up.
- Please submit event photos to us, immediately following your clean up event. We like pictures of your crew, before and after pictures of the area being cleaned, and of course pictures of the actual work!
- Use your best judgement and be safe. Watch out for all of the participants.
- Call local law enforcement if something looks dangerous or suspicious.
- Please try to recycle during the event.
- Do not forget to properly remove or dispose of trash and debris, **Clean&Green** Cleveland assumes no responsibilities for removal of trash/debris.
- Remember to stay hydrated, and tell your crew too!
- After your event, remember to submit the Post Cleanup Packet to the **Clean&Green** Cleveland staff member listed. This will include the Cleanup Event Checklist (with initials for deliver and return), the Post Cleanup Report, and any and all waivers!
- HAVE FUN!!!



FREQUENTLY ASKED QUESTIONS

- **Is there a way to get a list of what is in the trailer?**

Yes, there is a Clean&Green Cleveland equipment list which can be found on our website or on page 5 of this packet.

- **What is the process for reserving the trailer?**

First, review the Clean&Green calendar reservation system. Select the dates you'd like to reserve the trailer for (up to three consecutive days) and complete the calendar reservation form. If the dates are available, you will receive a confirmation email with a link to complete a project application. **Your reservation is not confirmed until you complete and submit your application.** Once submitted, your application will be reviewed and your reservation will be complete. Sutton Builders will follow-up with you to coordinate drop-off and pick-up logistics. The project leader **must be present** for trailer drop-off and pick-up (to verify this, the driver will sign your cleanup checklist form). You must also complete the Waiver and Responsibilities form, this is available on our website and in this packet. After your cleanup, you must complete the post-cleanup report. This report is available via email link or on our website.

For reservation calendar, forms, and report, visit: www.clevelandnp.org/cleangreencleveland

- **Can I schedule the trailer to be picked up later than 2:00 PM?**

The trailer cannot be picked up any later than 2:00 PM. This is due to requirements of our delivery team. As long as your location meets the requirements for multiday use, they may be able to schedule pickup for the following morning instead.

- **Can I have someone other than myself be there for trailer delivery or pickup?**

The cleanup coordinator must be personally present for both delivery and pick-up. There is valuable information that is disseminated at delivery. In the event that you cannot be there, speak with your Clean&Green Cleveland staff member and they may be able to help you find a solution. The most common solution is to identify a different individual to be the coordinator.

- **Can I use the trailer on the weekend?**

Yes! For weekend use, the trailer will be dropped off Friday at 2:00 PM and picked up Monday at 9:00 AM. The trailer cannot be dropped off on Saturday or Sunday. For weekend use, the project coordinator **MUST** be present at drop-off on Friday and pick-up on Monday.

- **How do I submit my paperwork and pictures?**

There are a couple of different ways to do this. Paperwork submission information can be found on page 8 of this packet. Photos of your event can be submitted by email to Melinda Gigante at mgigante@clevelandnp.org.

Post Clean Up Instructions

The Post Cleanup Packet is the final leg of your **Clean&Green** Cleveland journey. Once you complete the three pieces within it, you will be ready to start planning your next event.

1. Cleanup Event Checklist

- Remember to have the driver initial the check list for both delivery and pickup.
- Make note of the due dates listed on the checklist. If any of them are a problem, please reach out to the **Clean&Green** Cleveland staff member listed on the contact page (page 4) prior to the date, and we will work with you to find a date that works.
- Submit the checklist with everything else.

2. Participant Waivers

- The participant waivers form should be printed out (2 sided) and signed by all participants at your event. This can be submitted ahead of time or sent in with the Post Cleanup Report.

3. Post Cleanup Report

- The Post Cleanup Report can be scanned in and emailed, printed out and mailed, or submitted online through the link on our website.

To submit your paperwork, there are two options (except for the Post Cleanup Report which has an online option):

Mail all printed paperwork to:

Cleveland Neighborhood Progress
Clean&Green Cleveland Program
11327 Shaker Boulevard, Suite 500W
Cleveland, OH 44104

Scan and email printed paperwork to:

Melinda Gigante
Mgigante@ClevelandNP.org



CLEANUP EVENT CHECKLIST

Cleanup Coordinator: _____
(Must be present for trailer drop-off and pick-up)

Trailer Drop—Off: _____ **Trailer Pick—Up:** _____

Date
Completed

- _____ Make Reservation
- _____ Submit Application
- _____ Trailer is dropped off
- _____ Complete Coordinator Responsibilities Form and Waivers
Responsibilities Form and Waivers can be submitted ahead of time via mail or email
- _____ HAVE EVENT!
- _____ Trailer is picked up
- _____ Submit Responsibilities Form and Waivers and the Post Cleanup Packet

For questions or concerns, please contact:
Melinda Gigante | Cleveland Neighborhood
Progress Mgigant@ClevelandNP.org