

# MWMO Good Neighbor Community Cleanup

## Cleanup Day Checklist

- ☐ **Have fun!**
- ☐ **Trash pickup plan:** Ensure you know where trash needs to be gathered at the end of the cleanup.
- ☐ **Equipment:** Make sure you have the equipment you need: rakes, brooms, gloves, trash grabbers, garbage bags, dust pans, hanging scales and safety vests.
- ☐ **Welcome volunteers:** Have a location and a person designated in advance to welcome volunteers throughout the event. Ask that volunteers include their information on the contact list provided. Once volunteers have gathered, give an overview of the cleanup goals and review the safety tips and talking points provided.
- ☐ **Get Started:** Assign areas of responsibility, review clean up procedures and safety information, give out contact information for questions/concerns and send people out to clean! Set a clear meeting time and place to gather at the end of the cleanup.
- ☐ **Count, Weigh, and Record:** Help measure the impact of your work by counting the number of bags collected and using a hanging scale to measure the total weight of the bags. Record this information on the reporting form provided and share with volunteers.
- ☐ **Gather and Conclude:** Thank all the volunteers for their service and time. Encourage them to continue cleaning up litter around their neighborhood and to keep stormdrains clear. Remind them to fill out the brief email survey that will be sent.

## Post Event Checklist

- ☐ **Assure the collected trash** is disposed of properly.
- ☐ **Return all borrowed materials** to the MWMO, Monday–Friday, 8 a.m.–4:30 p.m. Be sure to include the cleanup contact list and reporting form.
- ☐ **Send a thank-you** to participants, telling them how much trash was collected during the event. Repeat encouragement to continue cleanups.
- ☐ **Stay involved** by organizing future cleanup events and/or adopting a stormdrain. (More information available at [adopt-a-drain.org](http://adopt-a-drain.org).)

## NOTES:

