

**DERBY BOARD OF ALDERMEN
ADOPT-A-SPOT CHECKLIST**

Adopting Agency:

Adopted Spot:

Date Begin:

Date End:

1. Site Selection:

- Select site location
- Notify Derby Board of Aldermen - Derby City Hall/co BOA President
1 Elizabeth Street
Derby, CT 06418
- The Board of Aldermen will determine if site meets town and/or state guidelines

2. Approval:

- Once site plan is approved by The Board of Aldermen, the Adopt-A-Spot Agreement should be completed.

3. Before you Start:

- Review Safety Checklist below.
- Notify Derby Board of Aldermen of project start date.

4. Landscape Maintenance Specifications:

- All shrub and flower beds should be monitored every two weeks for weeds. (Chemical weed controls can be used to help control the weeds)

Garbage:

- Each adopted site should be policed for garbage at least every two weeks.

Shrub Trimming:

- All rhododendrons, azaleas, and any other flowering shrubs should be trimmed at least once during the seasons to maintain a neat appearance and to keep any and all traffic sight lines clear.
- All junipers, yews, forsythia and other shrubs should be trimmed at least once during the season to maintain a neat appearance and to keep any and all traffic sight lines clear.
- As sites are picked and then reviewed by the Derby Board of Aldermen, a more detailed list of maintenance specifications may be composed based on the plant specifications.
- All planting beds should be covered with red mulch material to help retain moisture and reduce weeds and give the bed a more aesthetically pleasing look.

6. Flowers:

- All flower beds will be weeded at least every two weeks and dead flowers should be removed and replaced at this time.
- All flower beds will be policed for garbage at least every two weeks.

7. Safety:

- Carpool to litter pick-up area, if possible to keep vehicles to a minimum.
- Park vehicles clear of roadway.
- Keep work groups to a manageable size.
- Do not remove any hazardous material.
- Hold safety meeting with group prior to litter pick-up.

- Do not pick up litter during inclement weather, hours of darkness or peak traffic hours.
- Do not allow participants to partake of, possess or distribute alcoholic beverages while involved in litter pick-up for Adopt-A-Spot.