

Clean Up Report Checklist

1. **PLACE BAGS FOR TRASH PICK UP**

Leave bags on a public intersecting street corner (ex. 24th Ave S & S Dearborn St).

* Away from encampment sites
* Away from personal or public trash bins
* Away from private property
1. **TAKE A PICTURE**

This makes the bags easier to locate and speeds up the trash pickup process.

*Make sure that no volunteers are present in the picture. You can send us pictures of your volunteer crew separately!*

1. **REPORT YOUR CLEANUP**

Within 24 hours after your event, please report your clean up to our Adopt-A-Street phone number **(206-684-7647)** or email **(****adoptastreet@seattle.gov****)**. Make sure to include:

* Volunteer group name and phone number
* Date of cleanup
* Number of hours spent on cleanup
* Number volunteers who participated
* Number of bags collected
* The location and picture of bags, if two or more (only if you need a trash pickup)

*ALWAYS report your cleanup, even if you do not need a trash pickup service.*

**OTHER REMINDERS**

* Trash bags are picked up within **2-5 days** of the sent request. If the bags are not picked up within 5 days, please contact us as soon as possible.
* We will only pick up **two or more bags** at each location. If you are unable to collect two bags during your cleanup, please contact the Adopt A Street hotline to make arrangements for single bag collection.
* Do not add Adopt A Street bags to your personal waste container. You will be charged an extra bags fee if the bag exceeds the limit per container.
* If you collected any sharps, please place them in a sealed and labeled sharps container and dispose of them at your nearest Transfer Station.

**North Transfer Station** 1350 N 34th St, Seattle, WA 98103

**South Transfer Station** 130 S Kenyon St, Seattle, WA 98108