

NEIGHBORHOOD CLEAN-UP PROGRAM

Neighborhood Clean-ups can help improve your neighborhood and bring people together to make a positive difference in your neighborhood. The intent of the clean-up is to make a positive visual impact in your neighborhood. **To assist you in your clean-up effort, the City of Wichita is offering the use of a tire removal truck, skid(s), and/or packer truck(s), plus the staff to operate the equipment.**

To make your clean-up effort a success, keep in mind that organization and proper utilization of volunteers will be required. As tires and other debris cannot be loaded onto the same vehicle, scheduling the proper equipment to dispose of each of these items is imperative.

To provide access for all neighborhoods to have a clean-up, the City is requesting that every neighborhood submit the attached form **after January 1st and by February the 15th**. There will be a maximum of three clean-ups per weekend (2 large and 1 small). The City will do its best to ensure that each neighborhood requesting a clean-up will receive at least one. Neighborhood Associations should submit their requests for a single clean-up by **February the 15th**. If there are additional dates available for clean-ups, the city will accommodate additional requests on a first come, first served basis for priority areas within the neighborhood areas. If you wish to request a second cleanup (cannot be in the same area as the first cleanup), please indicate that at the bottom of the application form.

A tire truck can be requested for large-scale cleanups. Tire trucks are not available for small (one to two) block cleanups.

A three-week advance notice is required to schedule Neighborhood Clean-up equipment. The skid(s) and the packer(s) must also be requested and scheduled for a specific time period and location(s). The City will make sure that skid(s) and packer(s) are at the requested location(s) at the predetermined time, and will retrieve the skid(s) at the end of the scheduled Neighborhood Clean-up. To avoid damage to equipment, skid(s) ***must*** be monitored at all times.

City Staff cannot accept any household hazardous material at the Neighborhood Clean-ups. This material (motor oil, paint, pesticides, herbicides and some other household and lawn use chemicals) may be disposed of at the Household Hazardous Disposal Site at 801 Stillwell (south of McCormick, east of Seneca). The disposal site is open Tuesday through Friday from 9:00 a.m. to 5:30pm, and Saturday from 9:00 a.m. to 3:00 p.m., and is free of charge.

Each clean-up must have a designated contact person from the Neighborhood Association. The contact person is responsible for scheduling equipment through OCI, organizing the volunteers, making certain that items from different disposal categories are not mixed, and that no household hazardous material is loaded onto any of the Neighborhood Clean-Up equipment. The contact person is also responsible for completing and returning the Clean-up Report Form to Central Inspection (OCI), if there is no City monitor provided. Volunteers serving Community Service commitments may be available through the Municipal Court, inquiries as to the availability of these volunteers should be directed to your Community Policing Officer.

Please complete the information requested. Detach the form on the next page and return to the address given. ***If you have any questions about the Neighborhood Clean-ups, contact Deb Legge at 268-4481.***

Note: Revised 10/29/08, please read carefully.

**NEIGHBORHOOD CLEAN-UP
APPLICATION FORM**

**City of Wichita/Office of Central Inspection
455 N. Main-7th Floor (316) 268-4481**

Neighborhood Association _____

Contact Person _____

Address _____

Phone # _____ **Alternate #** _____

E Mail Address _____

Date of Clean-Up _____ **Alternate Date** _____

Scheduled Time Period _____

Number of Skid(s) and/or Packer(s) Requested _____

Location of skid(s) _____

Starting location/Staging Area _____

Clean-Up Area/Boundaries _____

Tire truck requested

Signatures:

Contact Person _____

Association President _____ **Date** _____

We would like a second cleanup, if available **Date preferred** _____

FOR OFFICE USE ONLY

Application Received Date Stamp

Please attach a map of the area of the cleanup

Neighborhood Clean-Up Project Checklist

GENERAL

- **No clean-ups will be scheduled in the same area more than once per year.**
- **Clean-ups will be scheduled between March 15th and November 1st.**
- **Completed applications will be accepted after January 1st and should be received by February 15th.**
- **A map of clean-up area must be attached.**
- **A preferred date and an alternative date must be indicated.**
- **No cleanups will be scheduled on National Holidays or during River Festival.**
- **One block, skid only clean-ups will be scheduled if space is available.**
- **The name of a contact person must be given and a minimum of 10 volunteers will be required.**

I. Locate and organize volunteers.

- A. Community Correction volunteers may be available on a limited basis.
- B. Contact your Community Policing Officer for further information.

II. Identify the area to clean-up.

- A. Locate elderly/disabled within area.
- B. Identify type of equipment needed.
 - 1. Tire removal truck.
 - 2. Skid(s) and/or packer(s).
- C. Obtain necessary supplies.
 - 1. Rakes, shovels, gloves, trash bags, etc..
 - 2. Food and plenty of water.
 - 3. Volunteers must wear appropriate clothing.

III. **Schedule event**

- A. Contact Deb Legge at the Office of Central Inspection (268-4481).
 - 1. Availability of clean-up equipment.
- B. Contact volunteers.
 - 1. A list of volunteers (minimum 10) names, addresses and phone numbers must be submitted two weeks prior to the clean-up date.

Scheduled clean-ups that do not submit a volunteer list two weeks in advance are subject to cancellation.

- C. Contact Neighborhood Inspectors--Central Inspection (268-4481),
Volunteers pass out fliers-**only in area to be cleaned.**

V. **Initiate clean-up.**

- A. Volunteers must be supervised.
- B. Debris needs to be separated.
 - 1. No household hazardous waste.
 - 2. No appliances with refrigerants.
 - 3. Tires are to be stacked **separate** from debris.
 - 4. No motor oil.
 - 5. Brush must be cut to 4' lengths, bundled together, separate from other debris.
- C. Volunteers must be equipped, and the properties of elderly/disabled cleaned prior to arrival of clean-up vehicles.
- D. Volunteers must load trucks.
- E. All debris must be picked up and located by the predetermined time.

- F. Contact Person must monitor cleanup equipment and complete and return the Cleanup Report Form to Central Inspection following the cleanup, unless there is an OCI or WPD staff person designated to monitor the cleanup.

REMEMBER, Central Inspection, Public Works, and, in some cases, the Police Department are all adjusting employee time schedules to accommodate this clean-up. Good communication and cooperation from everyone is essential to the success of this project.

Do not overwork, but do keep your volunteers busy. If they feel good about what they are doing, they will be there for you in the future. Praise your volunteers. Try to make the project as fun as possible. Do not make promises that you cannot deliver.

The Neighborhood Clean-up program is not in competition with private haulers. We will not schedule City vehicles more than once a year for clean-up in a selected area.

You need to make sure the appropriate neighborhood organization is aware of your effort. Their support will be a big asset for your cause.