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## BEAUTIFY OUR 'BURGH Clean-up Event Checklist

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Please follow these steps when organizing a Beautify Our 'Burgh cleanup:

1. Send the Beautify Our 'Burgh (B.O.B.) Coordinator tentative dates for first four cleanups upon acceptance to the program and submit dates for the second year cleanups 6 months in advance.
2. Contact the B.O.B. Coordinator at 412-255-2750 or [beautifyyourburgh@pittsburghpa.gov](mailto:beautifyyourburgh@pittsburghpa.gov) at least **one month prior** to any proposed cleanup.

Please relay the following information to the B.O.B. Coordinator:

- a. Name of your organization
  - b. The proposed date of your cleanup.
  - c. A request for cleanup supplies, if you need them.
3. Request cleanup supplies for pick up from the Citiparks Warehouse at 6300 AVRR, Pittsburgh, PA 15201 from 7am to 2:00pm Monday through Friday. Supplies must be returned to the Citiparks Warehouse within three (3) business days after a cleanup.

The Supply Kit includes:

- i. Five brooms
  - ii. Five dustpans
  - iii. Five nifty nabbers
  - iv. One 5 gallon bucket (to store sharp waste)
  - v. Two hedge clippers
  - vi. Ten servePGH safety vests
4. **Report all cleanups!** Please report all cleanup forms to the B.O.B. Coordinator by email to [beautifyyourburgh@pittsburghpa.gov](mailto:beautifyyourburgh@pittsburghpa.gov), or mail to *Beautify Our 'Burgh, c/o Melissa Rosenfeld, 611 Second Avenue, Pittsburgh, PA 15219*. Please include the following information:
    - a. Completed Volunteer Sign-up Form
    - b. Completed Volunteer Waiver Form
    - c. Location of bags (**must be left on public property**)
    - d. Neighborhood Concerns Form (if applicable)
  5. Return the cleanup Supply Kit must to Citiparks Warehouse (6300 AVRR, Pittsburgh, PA 15201) after every cleanup within three business days along with any unused gloves and bags.
  6. Be sure to send any pictures of your cleanup to [beautifyyourburgh@pittsburghpa.gov](mailto:beautifyyourburgh@pittsburghpa.gov) so that they can be featured on our website!