



LITTER PICK-UP PROCEDURE

(For safety reasons it is preferred that litter pick-ups be performed on weekends.)

1. Notify the Public Works Department (425-1875 or pubworksdis@oakridgetn.gov) by Thursday of the week in which your organization will be working. This will assure that the proper signs, vests, gloves, and bags will be ready for a coordinator to pick up on Friday afternoon, before 5:00 P.M.
2. When contacting the Public Works Department, please give the following information:
 - a. Organization name _____
 - b. Coordinator name _____
 - c. Number of participants _____
3. Signs, vests, gloves, and bags may be picked up at the Public Works Department in the Central Services Complex on Woodbury Lane between 12:00 noon and 5:00 P.M. on Friday.
4. The group coordinator shall cover the safety procedures with the participants before the pick-up begins.
5. Workers are required to work within the area between the WORK ZONE signs.

Two work zone signs are required on all two lane streets. Four (4) work zone signs will be needed for streets which have grass medians, such as Lafayette Drive, South Tulane Avenue, and Emory Valley Road. Signs must be placed at each end of the work area facing oncoming traffic and placed three feet from the edge of the pavement on the shoulder and in the median. Work zones should be limited to 2,000 feet in length. Signs must be moved accordingly as workers complete sections of the street.

ALL WORKERS MUST WEAR SAFETY VESTS!

6. Leave trash bags tied and placed several feet from the edge of the pavement. Public Works crews will pick them up on Monday.
7. Return all signs and vests to the Public Works Department on Monday.
8. **THE COORDINATOR MUST MONITOR THE WORK ZONE AT ALL TIMES!**