



March 2018

**Dear Project Site Coordinators:**

We are in the final stages of planning the Philly Spring Cleanup on April 7. Now that your sites have been confirmed, we are ready to start the distribution of materials and supplies.

The next major item for you is to provide a location for trash, recycling and yard waste collection. The following guidelines will help coordinate trash and recycling collection efficiently and effectively:

- The locations should be placed on the nearest city street, preferably on the corner of an intersection. We understand some sites may be too far away from an intersection, so the nearest accessible street is also acceptable. **All trash, recyclable and yard waste material must be placed on a curb alongside an accessible street.**
- Bags should not be sporadically left along streets. All bags must be placed in designated locations.
- Sanitation vehicles are prohibited from driving on private property. Heavy trucks cause damage to park and recreation turf. Trash, recycling and yard waste need to be on hard surface areas.
- The street corner should be identifiable by name (e.g. Broad and Erie Streets or 52nd and Market Streets). Please try to limit the number of collection locations throughout your area.
- Immediately notify Streets personnel of any collection location changes. We are planning a collection schedule in advance and need to be notified of any changes, preferably before the day of the event.
- Please place trash, recyclable and yard waste material at least 12 feet apart in separate locations. **Make sure that recycling bags, trash bags and yard waste bags are placed separately.**

Please fill out the attached trash, recycling and yard waste collection form and return it to my office by **Monday, April 2, 2018**. Please email the form to **PhillySpringCleanup@phila.gov** or fax to **215-686-7812**. Thanks again for your hard work and cooperation.

Sincerely,

**Keith Warren**  
Deputy Commissioner  
Streets Department



**PLEASE RETURN BY MONDAY, APRIL 2, 2018**

**ORGANIZATION NAME:** \_\_\_\_\_

**PROJECT SITE:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**PROJECT SITE COORDINATOR:**      **NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**COLLECTION LOCATIONS FOR TRASH, RECYCLING AND YARD WASTE:**

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**Thank you for partnering with the 11<sup>th</sup> Annual Philly Spring Cleanup on April 7, 2018!**