

Adopt-A-Spot Handbook

Open Space Lands Program

Parks and Public Lands Division

CONGRATULATIONS!

You have successfully adopted a spot!

WHAT YOU NEED TO KNOW

You will be working on city-owned land that is managed by the Open Space Lands Program – a division of the Parks and Public Lands Department. The program strives to protect native vegetation, water quality, and aquatic and terrestrial wildlife habitat while providing access and educational opportunities for the public. As an open space lands adopter, your support and help can make our home more resilient, healthy, and inspiring.

The Open Space Lands Program and its staff will support you in all activities as outlined in this document. Feel free to contact us, and coordinate work plans. Staff will also follow-up with the work you will be performing and provide feedback as deemed necessary.

ADOPTER RESPONSIBILITIES

For each adoption group, a leader is selected to guide activities on site. Before every event, the leader must ensure that all participants have signed the city waiver. Leaders ensure that tasks undertaken are those outlined in this handbook, namely:

1. Site Clean Up
2. Invasive Weed Control
3. Tree Protection
4. Trail Upkeep and Monitoring
5. Program Advocacy and Education
6. Photo Documentation
7. Monitoring and Tracking
8. Reporting of Safety Hazards and Issues

Leaders are in charge of safety and all materials or equipment brought to the adoption location.

At the end of each site visit, he or she is required to fill out a tracking sheet (all forms are

downloadable from our website) and turn it in to the Parks and Public Lands (PPL) Volunteer Coordinator as well as the Service in the City Volunteer Coordinator.

The more you know, the more meaningful your stewardship becomes. We ask that group leaders and their groups get educated not only on how to perform the tasks outlined in this handbook but also on why these tasks are important. Once you know what tasks you can do, how to do them, and what overall goals can be achieved, your time will be spent more effectively on what matters most. This document will provide some preliminary education on the few specific tasks adopters are asked to perform.

Please use city materials to inform you and your group. Please visit our website (slcgov.com/get-educated) for links and documents to educational materials, training, and other materials for you to explore.

TOOL CHECKOUT

The Adopt-a-Spot program empowers you to take self-directed action on public land. Any tools that your group can provide to accomplish stewardship service can be used. If your group is unable to provide tools or needs a special type of tool the city can provide, we would be more than happy to help when given advance notice. A tool checkout form can be found online and in the back of this handbook. Certain tools may or may not be available when you request them.

To check out tools, the group leader must sign out the equipment to be borrowed. He or she must come to the Parks and Public Lands building (1965W 500S) during business hours with the tool check out sheet, describing what and how many tools will be needed, to be turned into the volunteer coordinator. There is no fee to borrow the city's tools, but we ask that they are returned before 3:30pm on the same day or next business day.

SAFETY GUIDELINES

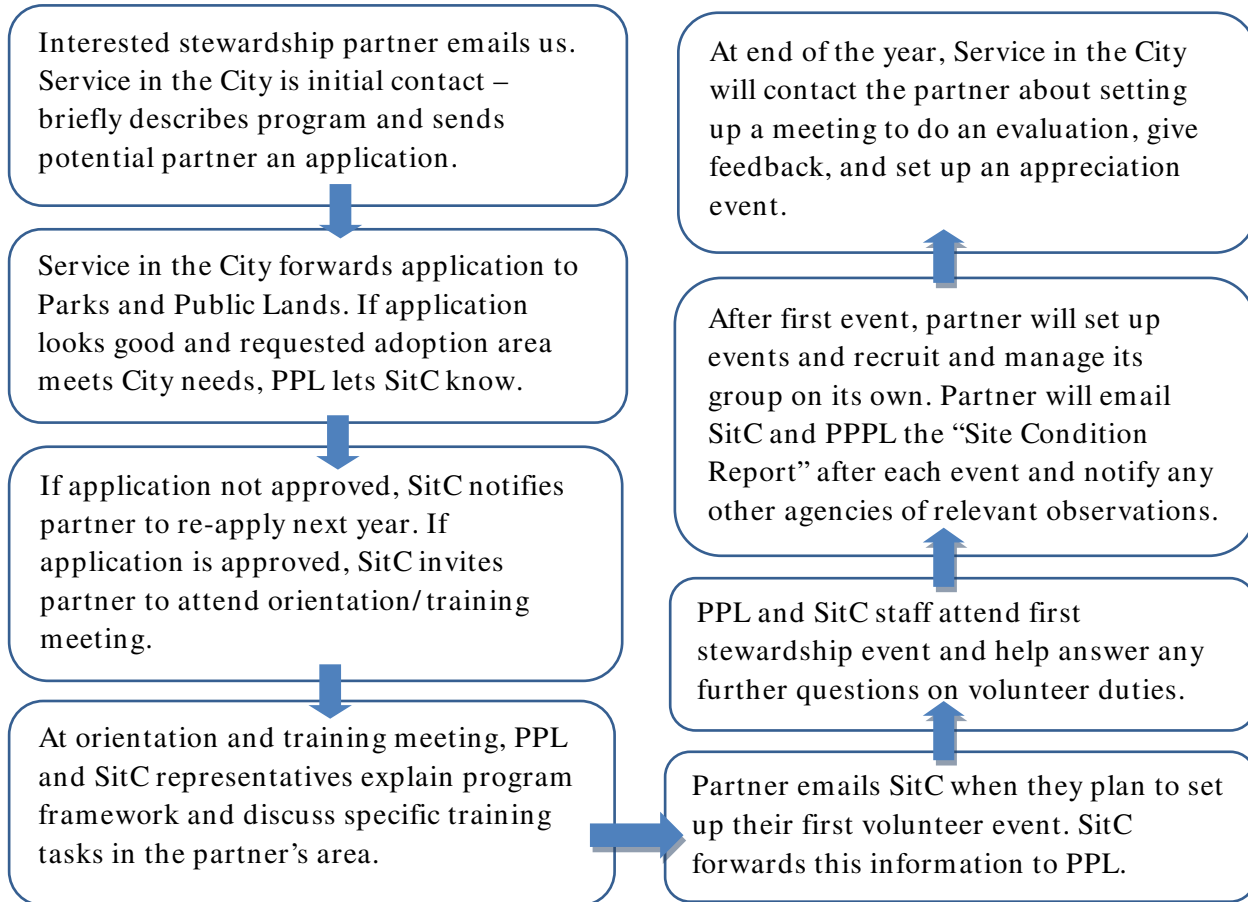
A district supervisor or designee will provide safety training and orientation for participating groups. All members of the group must attend the training and orientation. This training and orientation will be given on the first day of volunteering. Any new members joining at later dates should be trained by the group leader. If 25 percent or more of the group membership changes during the adoption agreement, please reschedule a new training with city staff. By signing the Adopt-a-Spot Program Notice and Consent form, the group leader acknowledges the requirement for all group members to participate in safety instruction and orientation before any stewardship action occurs.

The safety of Adopt-A-Spot participants is always of the utmost importance. Participants will bear individual responsibility for personal safety and appropriate behavior when working within the boundaries of any given location. Group leaders are responsible for making sure all participants have signed the liability waiver and for conducting safety briefings before each event. Group leaders must provide a First Aid Kit to address minor cuts and bruises, to remove debris from the eye, to treat blisters, or to apply bandages and dressings.

Make sure you drink enough water throughout the project. Be careful with where you step and where you put your hands. Wear gloves at all times to protect your hands from broken glass, sharp objects, tools, and even plants. If anyone in the group comes across any campsites or drug paraphernalia (including syringes) stay clear and have the group leader (or city representative if present) contact the Department of Health. You are not to pick up any paraphernalia, contraband, or biohazard materials. Please follow these guidelines:

1. No horseplay of any type should be tolerated
2. No intoxicating liquid, beverage, or illegal drugs are allowed.
3. Participants should wear gloves, a good quality shoe (no open-toed shoes or shower clogs) and light or bright-colored protective clothing. Long sleeves shirts are also recommended. No clothing should be worn that hinders the visibility of the participant(s).
4. An adequate water supply should be available for every event.
5. Work should be done at times other than during the heat of the day but when there is good visibility.
6. A good pair of sunglasses, cap and sun block should be considered.
7. When working near rivers or lakes always stay a foot or more from water's edge.
8. Avoid suspected toxic/hazardous substances, poison ivy, poison oak, noxious weeds or areas where herbicides were applied recently.
9. Avoid confronting off-leash dogs, feral cats, and places where snakes, wasps, fire ants, or other dangerous animals may be located.
10. Do not pick up any needles; instead, contact the SLCo Health Department. Be extremely careful when picking up broken glass, cut aluminum cans, or barbed wire.
11. Do not attempt to lift heavy objects. Report their description and location to the PPL Volunteer Coordinator.
12. In **CASE OF EMERGENCY**: Know the route to the nearest emergency center or hospital in case of serious injury. Have transportation readily available.

STEWARDSHIP COMMUNICATIONS FLOW CHART



Important Contacts

Parks and Public Lands Main Line – 801.972.7800
 Service in the City (Amanda Anderson) – 801.535.6202
 Salt Lake Valley Health Department (Lowell Bodily) – 801.680.0533
 Graffiti Hotline – 801.972.7885
 Parks Reservations – 801.972.7860
 Utah Poison Control Center – 800.222.1222
 Salt Lake City Police Department – 801.799.3000
 Salt Lake County Animal Control – 801.483.6024
 Salt Lake City Fire Department – 801.799.3473

Site Condition Report emailed to

Amanda Anderson – [amanda.anderson@slc.gov.com](mailto:amanda.anderson@slc.gov)
 Sherilyn Hirschi – [sherilyn.hirschi@slc.gov.com](mailto:sherilyn.hirschi@slc.gov)

People to Contact (as needed) on Site Condition Report

Parks and Public Lands Main Line – 801.972.7800
 Salt Lake Valley Health Department – gwlangfeld@slco.org
 Graffiti – [graffiti@slc.gov.com](mailto:graffiti@slc.gov)
 Salt Lake County Animal Services - checht@slco.org

DONATIONS

In addition to receiving city funds for the cost of daily operations and projects, the Open Space Lands Program also receives important financial support in the form of donations. This comes directly from private donors and from partnering non-profit organizations. Donations in the form of money, land, or other types directly benefit visitor services and safety, education programs, and projects that protect natural and cultural resources. If you have something you'd like to donate, please turn in the donation application form provided in this handbook and online to the PPL Volunteer Coordinator.

RECOGNITION

We value your committed effort and work. The city will recognize your group and its stewardship in various ways:

1. We will provide you the opportunity to have the name of your group acknowledged in our online list of open space lands.
2. Each adopter's stewardship successes will be shared in a biannual city newsletter.
3. Any noteworthy activity your group performs on site can be featured through the SLCgreen blog or Facebook page. To submit a write up or photo, submit your material to openspacecomments@scgov.com with the tagline "Adopt-a-Spot Update." City staff will review the appropriateness of the submission and post it in as timely a manner as possible.

STEWARDSHIP SERVICE

Your stewardship service in the Adopt-a-Spot Program entails the following approved activities:

1. Site Cleanup
2. Invasive Weed Control
3. Tree Protection
4. Trail Upkeep and Monitoring
5. Program Advocacy and Education
6. Photo Documentation
7. Monitoring and Tracking
8. Reporting of Safety Hazards and Issues

If your group wishes to participate in any other stewardship service at your adoption location, please contact the PPL Volunteer Coordinator (see contacts). Staff will do its best to accommodate any activities your group wishes to undertake at your adoption site. Know that even the most frequently requested activities, such as seeding, planting, mulching, site alterations, and capital improvements. These activities cannot be undertaken without first coordinating with the city and may not be possible at your adoption site.

1. SITE CLEAN UP

It's estimated that 85% of trash is behavior-related, meaning litter is in constant need of pick up. It also means that education is one of the greatest efforts necessary to reduce litter. Please help us do both. Remember also to pick up dog waste when you see it.

2. INVASIVE WEED CONTROL

When pulling weeds, it is important to not trample vegetation, disturb soils, or become a vector for spreading invasive weeds.

Target weeds are outlined in the following pages. Look first to identify and control the weeds in Table A. If you remove all indication of weeds in Table A, or if they are not present, proceed to Table B. Continue to Table C if weeds in Table A and Table B are properly controlled. Refer back to previous tables on a regular basis to check for weeds in your area. Don't hesitate to contact the PPL Coordinator if you are having trouble identifying weeds.

Dispose of all weeds properly. Bag them and throw them away in a public garbage can. For further enhancements of the adoption site such as direct seeding, tree planting, mulching, site alterations, and capital improvements, contact the PPL volunteer Coordinator.

For reference, more detailed information, and how-to identification, please print out the .pdf "Noxious Weed Guide" online at www.slcgov.com/open-space/adopt-a-spot. For an in-depth look into weed management, refer to our "Integrated Pest Management Plan" that can also be found online.

TABLE A





Species	Common Name	When / Where	Equipment	Instructions	Picture ID
<i>Cynoglossum officinale</i>	Houndstongue	Feb. – Jun. / Foothills	Gloves. Hoe.	Cut or pull as many plants as possible before early summer when flowers form. Continue to pull throughout year. Do not touch eyes after pulling.	
<i>Linaria genistifolia ssp. dalmatica</i>	Dalmatian Toadflax	April – July / Foothills	Gloves.	Hand pull, removing as much root as possible. Follow up with resprouts 3-4 times.	
<i>Onopordum acanthium</i>	Scotch Thistle	Feb. – Nov. / Foothills and Valley	Gloves. If large, a hoe.	Work to eradicate all plants before June when plant starts to flower. Continue to pull throughout remainder of year.	
<i>Tribulis terrestris</i>	Puncturevine	June – Nov. / Valley	Gloves. Puncturevine weeder or other available weeder.	Check shoes, clothing, etc. so as not to spread seeds. Seeds fall off the plant readily; so be gentle and pull up from the center taproot. Pick up loose seeds by laying carpet over areas where plants have been pulled. If there are bright red bugs on the plant, do not pull it.	

TABLE B


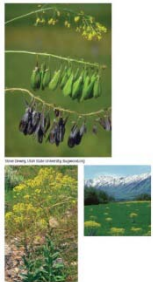

Species	Common Name	When / Where	Equipment	Instructions	Picture ID
<i>Euphorbia myrsinites</i>	Myrtle Spurge	Feb. – Jun., remainder of year. / Foothills	Full cover: gloves, long sleeves, and long pants with no gaps. Bags	Do not touch plant material with bare skin or rub eyes after contact. Pull only if properly protected. Remove as early as possible in the season, focusing on new populations. Pull the entire root while soil is moist. Map plant locations and follow up to remove resprouts. Bag all flowers.	
<i>Isatis tinctoria</i>	Dyer's Woad	Mar. – July / Foothills	Gloves.	Eradicate plants before late spring and continue throughout year. Remove as much of the taproot as is possible. Carefully bag entire plant for disposal.	
<i>Rumex crispus</i>	Curly Dock	January-June/ Valley	Gloves, shovels, and bags.	Dig up as much of the plant and root system to help stop rapid growth of the plant. Remove as much root as possible. Remove as many seedlings of the plant as possible.	

TABLE B CONTINUED...



Species	Common Name	When / Where	Equipment	Instructions	Picture ID
<i>Arctim minus Bernh.</i>	Burdock	May-September / Valley	Gloves, Bags, Shovels.	Hand pull mature plants before flowers and burs form. Repeat as needed, these plants have an extensive root system.	
<i>Lactuca Serriola</i>	Prickly Lettuce T1?	May-September / Valley	Gloves, Bags, Shovel, Clippers.	Young plants may be pulled but mature plants have a more extensive root system and may have to be dug out. Try to remove as much root as possible.	

TABLE C









Species	Common Name	When / Where	Equipment	Instructions	Picture ID
<i>Convolvulus arvensis L.</i>	Field Bindweed	March- June/ Foothills and Valley	Gloves, bags and clippers	Remove repeatedly the above groundcover. They do not like shade. They have an extensive root system.	
<i>Cirsium vulgare [Savi] ten.</i>	Bull Thistle	Feb. – Nov. / Foothills and Valley	Glove, bags, and clippers.	Pull the plant but make sure to completely remove the crown of the plant. Repeated visits might be necessary to the site.	
<i>Hypericum perforatum L.</i>	St. Johnswort	March, August, September/ Valley	Gloves, bags, shovels and clippers.	Hand pull only young and isolated plants. During the season try to remove more than once in the area. Repeated pulling of the plant will need to be done if the plant is to be effectively eliminated.	
<i>Dispsacus fullonum L.</i>	Common Teasel	March- September/ Valley	Glove, bags, and clippers.	The plant is best removed by cutting the stalks of flowering plants. Stalks should be bagged. It may take several years to exhaust the soil seed source.	 
<i>Verbascum Thapsus</i>	Mullein	January- June/ Valley	Gloves and bags.	Hand pull, removing as much root as possible. Replant as much native vegetation in the area because seed germination will decrease with less exposed ground.	 

TABLE C CONTINUED...

Species	Common Name	When / Where	Equipment	Instructions	Picture ID
<i>Kochia Scoparia</i>	Kochia	May-September / Valley	Gloves, Bags, Hoes, Clippers.	Hand pull, removing the taproot as much as possible. Dispose of all seed bearing plants to prevent further growth in the area. Establish healthy plant growth of native vegetation to help eliminate kochia in the area.	

3. TREE PROTECTION

In some areas, trees may need to be protected from beavers. If your area has cages already placed around the trunks of trees, please update and maintain those cages to the best of your group's ability: reusing, recycling, or disposing of any materials as necessary. If you remove a cage from the site, please let staff know in the "Site Condition Report."

You may also detect damage on unprotected trees. If you do, you may be able to help us by installing new beaver cages in your area.

To protect the trees, provide as much information as you can on the "Site Condition Report," including tree location, size, and species if possible. Next, speak with the PPL Coordinator who will help to identify small to medium-sized trees (cottonwood, poplar, aspen, willow, alder, birch, and fruit trees) within 100 ft. of the river bank in need of protection. Staff will help you to target trees that are unique, offer a landscape value, or which lean towards trails and properties.

Once trees have been selected with staff, place 3-4 ft. field fencing around the trunks of trees, leaving a 1 ft. (length of your forearm) distance between the trunk and fencing. Make sure the cages are firmly in place, but do not stake them to the ground. For full instructions with pictures, please view and download our .pdf "Constructing Beaver Cages" online.

It is your responsibility to ensure that cages stand clear of the trunk and stay upright. Visit them regularly and reposition as needed.

4. TRAIL UPKEEP AND MONITORING

If your location features an unpaved trail surface, keep the trail clean of litter, debris, and weeds.

Social trails in non-designated areas reduce environmental integrity and quality. Familiarize yourself with your adoption site management plan (if available) to know which trails are approved. If you notice a socially created trail in your area, map it and provide the map in your monitoring report. Monitor for change.

5. PROGRAM ADVOCACY AND EDUCATION

One thing you might notice as you begin to steward your site is that users may or may not comply with city code. You can help others by setting a good example. Pick up or throw away trash in front of other users. Bring your dog and keep it on leash. Become an advocate for Open Space Lands. Educate site visitors who may inquire as to your activities. Share your enthusiasm for stewardship with others.

6. PHOTO DOCUMENTATION

Please take photos of your site. Do not endanger yourself or animals of any kind while taking pictures. No photos of minors can be used unless waivers signed by a respective parent or guardian have been turned in to the Service in the City Volunteer Coordinator.

Photograph:

1. General landscapes for our photograph monitoring citizen science program, instructions online. URL.
2. Before, middle, and after shots of your stewardship service to showcase your efforts (limit 10/ month).
3. Wildlife and feral cats. For feral cats, we need profile shots that help us to identify and distinguish the animal from others in the area. Photos should be in focus and fairly close up.
4. Significant changes to the site, such as fires, vandalism, etc.
5. Group photos and action shots for outreach purposes, including social media (limit 5/ month).

Please submit all photographs along with your “Site Condition Report” for the day in your email to the PPL Coordinator and the Service in the City Volunteer Coordinator. Limit the amount of photos you send to what can be fit in single email per site visit, choosing your best photographs.

7. MONITORING AND TRACKING

Fill out the monitoring and tracking sheet (“Site Condition Report”) during each site visit. Keeping track of your activities better allows us to recognize your efforts. Furthermore, monitoring and tracking helps us to observe use patterns and ecological conditions which aid us in providing effective maintenance to open space lands.

Turn in the report to the PPL Volunteer Coordinator and Service in the City Volunteer Coordinator along with any photos you took. This form (and others) is provided to you at the back of the booklet to be copied. An electronic copy for each form can also be found online.

8. REPORTING SAFETY HAZARDS AND ISSUES FOR EMERGENCIES, DIAL 911

Parks and Public Lands Department 801.972.7800 parks@slcgov.com	Hirschi, Sherilyn PPL Volunteer Coordinator 801.972.7809 Sherilyn.hirschi@slcgov.com
Graffiti, Parks and Public Lands Department 801.972.7885 parks@slcgov.com	Amanda Anderson Service in the City, City Volunteer Coordinator 801.535.6202 amanda.anderson@slcgov.com
Salt Lake Valley Health Department 385.468.4100	Salt Lake City Police Department 801.799.3000
Salt Lake County Animal Services 385.GOT.PETS (468.7387)	Abandoned Shopping Cart Hotline 801.446.7984
Urban Forestry, Parks and Public Lands Department 801.972.7814 parks@slcgov.com	Salt Lake City Fire Department 801.799.3473

Appendix: Forms

SITE CONDITION REPORT

CONTACT and SWEEP INFORMATION

Name of volunteer filling out report _____

Email address or phone number of person filling out report _____

Site Location (i.e. JR: Alzheimer's Grove) _____

Group name (i.e. Questar) _____

Date of sweep _____ Weather _____

of adults _____ # of youth _____ # of children under age 12 _____

Total # of volunteers in attendance _____

Start Time _____ End Time _____ Total # of volunteer hours _____

Method of travel on trail:

- Walking/Hiking
- Jogging

- Bicycling
- Horseback

- With a dog
- Other _____

Use this form to log observations and report problems with the adopted trail. Adopters are required to submit this form after each site visit. Your timely completion of the reports is vital to our maintenance, graffiti, and public safety programs. This information is used to plan future volunteer projects, prioritize maintenance schedules, and better understand this area in our community.

When reporting the location of an observation, please be as specific as possible. Thank you so much for your time, energy, and dedication to making Salt Lake City the best place to live, work, play, and do business!

LITTER, GARBAGE DUMPS, and GLASS

Please pick up and remove small amounts of litter, glass, and dog waste in your area with gloves, broom, and dust pans as necessary.

Did you pick up litter/glass/dog waste on this site sweep?

- Yes
- No

If yes, approximately how much (a grocery bag is about 3 gallons)?

_____ # of gallons

Did you observe broken glass or large amounts of garbage on site today but were not able to remove them?

- Yes
- No

Report location large amounts of uncollected garbage or glass here:

SITE USERS

How many site users did you encounter today?

- _____ Walking/Jogging
- _____ Bicycling
- _____ With a Dog or Pet
- _____ Other: _____

SITE CONDITION REPORT CONTINUED...

Did any of the site users ask you or appear to need information?

Yes No

PETS OFF LEASH

For animal problems, please call Animal Services at 385-GOT-PETS (468-7387). Regulations are in place to protect site resources and the safety of property and all users. However, they are NOT worth risking a negative contact with the parties involved. Report the activity here and let trained City staff follow up.

Did you encounter pets off leash on your site sweep today?

Yes No

If yes, where?

Did you make a report to Animal Services at 385-GOT-PETS (468-7387)?

Yes No

INFECTIOUS WASTE including human waste and/or camping areas

Report sanitation issues, transient camps, and/or potentially infectious safety items to the Salt Lake Valley Health Department Bureau of Sanitation and Safety at 385-468-3835. DO NOT attempt to remove anything potentially hazardous or infectious including sharp items, needles, and human waste. Please do pick up and dispose of dog waste.

Did you observe signs of infectious waste including human waste?

_____ Yes No If yes, where? _____

Did you encounter or observe transient camping areas?

_____ Yes No If yes, where? _____

Did you make a report to the Salt Lake Valley Health Department at 385-468-3835 or fill out [online work order](#)?

Yes No

ALCOHOL and DRUG USE

Remember, volunteers are an extra set of eyes and ears for City staff but should never interact with or apprehend someone participating in illegal activity on site. Report potentially hazardous/infectious items to the Salt Lake Valley Health Department Bureau of Sanitation and Safety at 385-468-3835. DO NOT attempt to remove any hazardous or sharp items including needles. If you observe individuals using or selling drugs, contact the Police Department using information below.

Did you observe people using drugs or alcohol during your site sweep?

_____ Yes No If yes, where? _____

Did you observe signs of drug use including needles or other paraphernalia on this site sweep?

_____ Yes No If yes, where? _____

Did you make a report to the Salt Lake Valley Health Department at 385-468-3835 or fill out [online work order](#)?

Yes No

SUSPICIOUS/UNUSUAL ACTIVITY or VANDALISM

As stewards, it is not necessary to remind visitors of the rules and regulations of the site. That task should be left to City staff. If a visitor is creating a hazard, damaging City resources, or engaging in the disruption of others, volunteers should back off and move out of sight. If a volunteer deems the situation an emergency, they should call 911 and be prepared to give specific details including their location and what they have observed. If not an emergency, the volunteer should report the situation on this form and to the Salt Lake City Police Department at 801-799-3000 when appropriate. Volunteers should never follow or try

SITE CONDITION REPORT CONTINUED...

to prevent anyone from leaving an area.

Did you observe vandalized areas of the site?

_____ Yes No If yes, where and what was vandalized? Please be as specific as you are able.

Did you observe any individuals engaged in vandalism or suspicious activity?

_____ Yes No If yes, where did you observe the activity? _____

Did you make a report to the Salt Lake City Police Department at 810-799-3000 or fill out an [online work order](#)?

Yes No

GRAFFITI

Please report all graffiti to the Graffiti Hotline at 801-972-7885. You will need to know the date, location (i.e. Jordan River Trail at approx. 500 South), item that the graffiti is on, type of material (brick, cement, wood, metal, etc), and whether the item is painted.

Did you observe new graffiti on site?

Yes No If so, describe image:

_____ Tag/ Throw Up _____ Wild Style _____ Mural _____ Sticker

Item & Material that Graffiti Covers:

Did you call the Graffiti Hotline at 801-972-7885 or fill out an [online work order](#)?

Yes No

STRUCTURES, SIGNAGE, AND CROSSINGS

Did you observe any problems to structures, signs, or crossings including underpasses and bridges?

Yes No

If yes, please describe the problem and what object it affects (i.e. tunnel is flooded, bridge is missing plank).

WATER QUALITY

Observe and report problems with the condition of any water found on site. Please check items observed:

- Suds more than 1 inch high on the surface of the water
- Chemical or unnatural odors around the waterway
- Unusual colors in the water or on the water surface
- High amounts of algae on the water surface or stream banks
- Unusually high or low water flow
- Unnatural cutting or damage to vegetation areas around the river
- Evidence of materials, even natural materials, being dumped into the water
- Evidence of bikes or horses riding up the stream banks

If you observed any of the above, please report where.

GENERAL CONDITIONS OR OBSERVATIONS NOT OTHERWISE REPORTED:

Remember, too, that it is essential to report any major problem, if such arises, to the appropriate contact and office.

Reporting Instructions

Fill out the Site Condition Report during or immediately after each sweep.

Mail or email the original *Site Condition Report* to both the *Service in the City Volunteer Coordinator* and the *Parks and Public Lands Coordinator*:

Salt Lake City Office of the Mayor
c/o Amanda Anderson
amanda.anderson@slcgov.com

PO Box 145474
Salt Lake City, UT 84114

Reporting Volunteer Signature _____ **Date** _____

Tools Check Out

Project Date: _____ Location: _____
 Group Name: _____ Contact Person: _____ Phone: _____
 # of Volunteers: _____ Time Requested: _____

SUPPLIES PROVIDED AND TO BE RETURNED

Item	Need	Out	In	Item	Need	Out	In	Item	Need	Out	In
Hand Saw (52)				Hoe (124)				Drop Cloths, Plastic (16)			
Hedge Loppers (77)				Hoe Scuffle (12)				Wire Brushes (44)			
Hedge Clippers (43)				Hoe ½ Moon (33)				2" Paint Brushes (0)			
Hand Pruners (23)				Hoe Triangle (3)				4" Paint Brushes (0)			
Transplanter (59)				6" Pitch Forks (18)				4" Roller and (21)			
Trowel (31)				Bent Pitch Forks (LRG:29 SML:7)				9" Roller and Cover (42/32)			
Puncturevine Weeders (100)				Broom Barn (15)				Paint Trays (1)			
Cotton Gloves (136)				Pick Axe (15)				Paint Extension Poles (0)			
Shovel Round (209)				Wheel Barrows (25)				Latex gloves(0)			
Shovel Square (136)				Garbage Bags (Box:1 Case:1)				6' Ladders (0)			
Leaf Rake (125)								Wire Tray (16)			
Garden Rake (35)				Paint Color:							
Landscape Rake (10)				Paint Color:							
Gold Shovels (15)				1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21							

Checked out by: _____ Date: _____ Checked in By: _____ Date: _____

Please clean your painting supplies with water, place them in a plastic bag, and return them to our office the same day your project is completed.

PROJECT SITES AND INSTRUCTIONS

**Please make sure to return this sheet when returning your supplies.
 If you have any questions, call Park Maintenance at 972-7809**

Open Space Lands Program

Parks and Public Lands

Donation Application



slcgov.com/open-space

Contact Information:

Company or Organization: _____

Last Name: _____

First Name: _____

Phone Number: _____

Email Address: _____

Information:

Donation Type:

Land

Materials

Money

Description and Comment:

Send this form to:

Parks and Public Lands
Open Space Lands Program
P.O. Box 145510
Salt Lake City UT 84114-5510