

Site Visit Checklist: Details



PROJECT LOCATION

Address (with cross streets):

Where should volunteers meet?

Special instructions for drivers, including parking and cost:

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For public transit riders:

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FOR VOLUNTEERS

How many can we put to work? Max: Min:

What is the youngest volunteer we can use?

Is there a break area? No Yes. Where:

On-site restrooms? Yes No. Where to go:

Wheelchair accessible? Yes No

Is there a tap or fountain for volunteer water bottles? Yes No

Is there a coffee machine volunteers can use? Yes No

Is there a safe place for volunteers to lock up personal items? Yes No

If not, be sure to remind volunteers not to bring valuables.

SAFETY

Are there any safety concerns?

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Does the NPP have first-aid kits on site? Yes No

TOOLS

Please complete the tool form (included) if your project requires any tools.

Can the NPP provide any tools for volunteers? Yes No

Where will they be stored before the event (and returned after)?

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If HOBA will be providing tools, where would they like them dropped off?

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Who is the best person for HOBA to contact on tool delivery day?

Name:..... Phone:

Where would they like you to store HOBA tools until pick-up day?

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Where should volunteers put the trash, yard waste and recycling materials generated by the project?

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