



ADOPT-A-MEDIAN INSPECTION CHECKLIST

Safety is our first Priority. Follow all safety precautions from the required Work Zone Safety Class, the adopter's safety plan, and in accordance to the Adopt-a-Median Service Agreement including safety vests and cones. Do not obstruct traffic while working on the median. Use caution while entering and exiting the median. Do not pick up any hazardous materials. Report any safety concerns to Keep Santa Fe Beautiful or the City of Santa Fe immediately.

Please follow all safety requirements per Work Zone Safety Training Plan and terms under the Adopt-A-Median Agreement.

Email Address * _____

Adoptee Name * _____

Median Location * _____

Today's Date * _____

Date Work Completed * _____

Please Check Off the Actions Taken

- Pickup all trash/debris from entire area (to include inside or around shrubs and along curbs).
- Check for broken tree limbs on the ground and please remove.
- Check and report any issue in turf (if applicable)
- Dry due to lack of water
- Show signs of over-watering i.e. extremely wet areas.
- Water runoff onto curbs or streets.
- Check and report broken sprinkler heads, bubblers or drip irrigation (if applicable).
- Check and report equipment (i.e. signs, trashcans, benches, fences, etc.). 7
- Check and report any visible damage and condition of trees, shrubs, and flowerbeds, pavers, concrete. (if applicable).
- Check and report any vandalism and/or graffiti.
- Check and report any other hazard or condition that you feel would be unsafe.
- Check for inoperable lighting systems (if applicable).
- Check for obvious traffic visibility issues

List any other item that was inspected and not listed above (please specify):

List the number of bags filled with litter and/or debris collected during the clean-up and inspection of the median. Please notify KSFB prior to the clean-up if you need assistance removing any bags, debris or trash left behind after clean up. *

___ Bags collected

Assistance from crews

Keep Santa Fe Beautiful

City Parks & Recreation

List the number of volunteers that helped with the clean-up and inspection of the median. *

___ Of volunteers that helped

Please estimate your time spent servicing the median *

___ Of hours

Please use the space below to paste photo's (right click - add image - adjust size to fit space) of before and after pictures servicing the project

| Before Picture | After Picture |
|----------------|---------------|
| | |

**Please press the submit button below once you have completed the form.
This will e-mail your completed application to the appropriate office.**

