

# Beautification | Improvement Logistics

Beautification improvement projects may include painting a community building, playground equipment or fence or constructing a gazebo or playground.

## Research Locations

Meet with the local government (parks, planning and/or management department(s), downtown organization, schools, and neighborhood associations to determine needs and locations. Investigate proposed site(s).

## Create a Plan

- Meet with officials authorized to grant permission for project. Be sure to obtain any required permits and liability releases.
- If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Photographs may also be of value here for some projects as you may be able to draw directly on the photograph.
- If you are painting, determine the color scheme appropriate for the project. Contact your local hardware or paint store(s), home builders and contractors.
- With the plan in place ask business owners to support the project. Ask them to donate supplies. Be sure to publicize the support you receive from local businesses.

Consider if the project will need prep work to be ready for volunteers. You may need to plan work days ahead of your event to:

- ▶ Pre-cut lumber for build days
- ▶ Scraping or power washing before painting

Please remember to keep track of volunteers and volunteer hours during prep work days, as these should be included in your report for total volunteers and volunteer hours.

If any digging will be done contact local utility companies to mark all water, electric, gas, cable and/or fiber optic underground lines. Prepare for the day by determining if work may be done by volunteers with shovels and hand tools or if you will need motorized equipment such as tillers, backhoes for large trees or other similar equipment.

## Enlist Volunteers

Organizing a beautification improvement project may offer an opportunity to expand volunteers to professionals in the construction and building fields. Limit the number of volunteers as you don't want confusion around equipment or paint supplies.

## Tools and Safety Equipment

The type of tools and safety equipment you may select to use will vary depending on the type of project you are tackling. If you are unsure of what types of tools/safety equipment is needed please ask for assistance at your local hardware, paint, or home improvement store.

### Some suggested tools include:

- ▶ Power washer
- ▶ Scrapers
- ▶ Wire brushes
- ▶ Sand paper
- ▶ Paint brushes
- ▶ Paint roller frames
- ▶ Paint roller cover (remember to get the proper roller cover for the project)
- ▶ Roller extension poles
- ▶ Roller trays, or 5-gallon buckets with screens
- ▶ 5-gallon buckets for water
- ▶ Masking tape
- ▶ Drop cloths
- ▶ Ladders
- ▶ Rags/paper towels
- ▶ Paint can openers
- ▶ Screwdrivers (flat head or Phillips)



### Safety Equipment:

- ▶ Gloves (latex/vinyl gloves are inexpensive and work well for painting projects)
- ▶ Goggles (especially when volunteers will be painting over their head)

**Don't forget to register your event at [www.lovetheboot.org](http://www.lovetheboot.org)!**