

ADOPT – A – NEIGHBOR VOLUNTEER GUIDELINES

Your duties as a Volunteer are to:

- Attend an Adopt A Neighbor Orientation session
- Provide labor for basic yard work to keep the property in compliance with Aztec City code. This program is not a landscaping service.
- This may include mowing grass, weed pulling on property and in alleyways, trimming shrubs, and cleaning up limbs and debris.
- Leave yard waste and debris in a neat and organized fashion in trash bags that are provided.
- Notify your adoptee and Code Compliance if you cannot make your scheduled maintenance visit so we can attempt to find a temporary replacement
- Call your adoptee before going to their home. This is especially important before you go for the first time.
- Confer with your adoptee if you do not believe it is necessary for you to work on projects not required for code compliance.
- Consider whether or not you wish to give your telephone number to your adoptee.

Volunteers should not:

- Do ANY work they are not comfortable with
- Operate power tools owned by the resident
- Enter the adoptee's home under any circumstances for your safety and his or hers.
- Ask for or accept tips or payment for your service.

Remember to:

- Bring water and snacks. It is VERY important to stay hydrated while working outside, especially during the summer.
- Bring sunscreen
- Do not over do it, we do not want you to get hurt or dehydrated
- Bring gloves and any personal tools you like to use. Only use personal power tools that you feel proficient operating.
- Be careful we don't want you to get hurt. If you have any question about your ability to lift or move an item do NOT lift or move it. Contact Code Compliance and we will assist the adoptee with that item.
- Notify Code Compliance if you are unable to continue volunteering so we can find a replacement volunteer.
- HAVE FUN! Remember you're making a difference in our community! THANK YOU!

