

# INSIDE CHECKLIST

- Is a routine maintenance schedule written?
- Are trash receptacles conspicuously placed?
- Are receptacles emptied regularly?
- Is litter cleaned up as soon as it happens?
- Are non-work areas (bathrooms, hallways, storage areas, etc.) on the cleanup schedule?
- Is packaging minimized to prevent throw away litter?
- Are qualified items being recycled?
- Are hazardous materials disposed of properly in accordance with federal, state and local requirements?

# OUTSIDE CHECKLIST

- Pick up debris around dumpsters, loading docks and fences to prevent windblown litter.
- Make sure scheduled trash container pickups meet the volume needs.
- Check daily to make certain that dumpsters or containers are covered and watertight.
- Painting, landscaping and seasonal decorating will enhance the image of your business.

- Assign staff members or get together with your neighbors to hire a crew to frequently and regularly clean the sidewalks and parking area.
- Unsecured cargo results in injury and death. It is a liability and a crime. Florida statute requires that vehicle loads be secured to prevent dropping, shifting or blowing.
- Signs require a permit issued by city government (630-1100). Do not place illegal signs or distribute flyers in parking lots or on public property. These actions result in litter and you would be responsible.

# EMPLOYEE AND CUSTOMER EDUCATION

- Are employees assigned to and trained for maintenance jobs?
- Is a maintenance checklist posted?
- Have you trained your driver and warehouse staff to securely strap, tie and cover vehicular cargo?
- Is staff instructed about the liabilities and legal issues that are associated with litter?
- Are reminders not to litter posted in all areas, included in publications and employees trained to put trash in receptacles without delay?
- Work together to improve your community by joining or organizing a neighborhood business association.

# REMEMBER

**Clean business practices will win the respect of your customers and instill pride and prosperity in your business and neighborhood.**



**We can help you organize and plan a neighborhood cleanup. Bags, gloves and other materials are available to organized volunteer groups cleaning several blocks of public right of way.**



**Litter in and around your business property results in a competitive disadvantage by suggesting careless attitudes, service and shoddy merchandise. Protect your investment.**

**These practices improve safety and can reduce insurance claims. Remember that your employees represent your business. Get results with comprehensive staff training and accountability. Encourage participation in the Clean Business Program.**





## CLEAN BUSINESS PROGRAM

Businesses pay no fees to enroll but pledge to adhere to the guidelines included in this brochure. Participation in the Clean Business Program gives you the benefits of increased community admiration and respect and entitles you to the items below:

- Membership Certificate
- Sample Press Release
- Member Decal for Door



**For more information call 630-3420 or mail this response card to:**

Clean It Up, Green It Up  
117 W. Duval Street  
Suite M165  
Jacksonville, FL 32202

**Yes!** Please send the free program materials to me. I am proud of my business and want to help keep Jacksonville beautiful by taking the pledge to adhere to the practices in this Clean Business Program brochure.

Owner Name

Business Name

Address

City, State, Zip

Phone

## IMPORTANT NUMBERS

BUILDING INSPECTION, SIGN PERMITS  
630-1100

CITY HALL INFORMATION  
630-CITY  
630-2489

CLEAN IT UP, GREEN IT UP  
630-3420

HOUSEHOLD HAZARDOUS WASTE  
387-8847

ILLEGAL DUMPING TIRES/SPECIAL ITEMS  
665-8025

NEIGHBORHOOD SERVICES  
630-7398

PROPERTY SAFETY/ANIMAL CONTROL  
630-CITY

SOLID WASTE & RESOURCE MGMT.  
630-CITY

TIRE & APPLIANCE PICKUP  
630-CITY

TRAIL RIDGE LANDFILL (DROP OFF)  
289-9106



**Clean It Up, Green It Up**  
**www.coj.net**  
**(904)630-3420**



# BUSINESS IMAGE IS IMPORTANT



**LITTER** is defined as misplaced solid waste and it can hurt your business.

**Protect your business investment and help keep Jacksonville beautiful by joining our Clean Business Program. Ask other merchants to do the same.**

**Property damage and personal injury can result from poorly maintained commercial areas. Litter attracts crime, causes fires and prevents economic development. Littered areas degrade business and property values by indicating a lack of concern and loss of local pride. Tourists don't visit as long and avoid returning to littered areas decreasing potential business revenue. Water accumulating in litter provides breeding places for disease carrying mosquitoes and litter is unhealthy because it attracts rodents, roaches and flies. Litter conveys an image of shoddy merchandise and careless service.**

**This brochure will help you identify and set goals to develop your clean business plan.**

*Studies indicate that Jacksonville businesses spend less than business in other Florida cities to clean and beautify their interior and exterior areas.*