



# ADAMS COUNTY TOOL SHED PROGRAM GUIDE

Guiding documents for the Adams County Tool Shed Program. Created by the collaborative Tool Shed committee in Adams County 09/2020. Last updated 03/2024.



**ADAMS COUNTY  
NEIGHBORHOODS**

# Adams County Tool Shed Program Guide

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*Adams County formally recognizes the City of Cleveland’s Clean & Green program and the City of San Antonio for the inspiration of the creation of these materials.*

## WELCOME

Greetings, neighbor! We are so excited to partner with you as we seek to beautify our great county, one neighborhood at a time. This guide has the information you need to make your yard or neighborhood cleanup a success. Please read through the information carefully and keep the guide handy.

## TOOL SHED PROGRAM: HOW IT WORKS

The Tool Shed program provides Adams County residents with **FREE** access to yard and gardening tools. We are dedicated to supporting residents maintaining their properties and helping others do the same. This program offers two opportunities to use tools in our Tool Shed program.

**Yard Cleanup:** Adams County residents can check out individual tools to clean up their yard or help a neighbor.

**Neighborhood Cleanup:** A group of Adams County residents can check out a Tool Shed full of yard and gardening tools for a larger neighborhood cleanup.

## PARTICIPATION REQUIREMENTS

- Event/yard cleanup effort must be in Adams County, Colorado.
- Neighborhood event/yard cleanup effort must have a designated Cleanup Coordinator.
- Equipment or Tool Shed can be used for up to 3 days.

## INDIVIDUAL PARTICIPANT RESPONSIBILITIES

The individual who submits the Tool Shed Application is considered the “Participant”, and, as such, agrees to the following responsibilities:

- The Participant will ensure that the Adams County Tool Shed items are secured when not being used, and that all items will be returned on the scheduled return date.
- The Participant will provide a phone number for coordination of Tool Shed delivery and pickup, and commits to being present and on time for delivery and pickup dates/times. A photo ID is required so the driver can verify delivery/pickup on the initial checklist.
- The Participant will notify Adams County Neighborhood Services staff of all items identified on the equipment list that are broken, not returned, or not working for any reason on/before the pickup date (by email to [toolshed@adcogov.org](mailto:toolshed@adcogov.org) ).
- The Participant commits to storing Adams County Tool Shed items in a covered and locked location on their property.
- The Participant will ensure no one under the age of 18 will use any of the power equipment.
- Tool Shed website: [WWW.ADCOGOV.ORG/TOOL-SHED](http://WWW.ADCOGOV.ORG/TOOL-SHED)

## NEIGHBORHOOD CLEANUP COORDINATOR RESPONSIBILITIES

- The Coordinator will ensure that the Adams County Tool Shed is locked and secured when not being used, and that all items will be returned on the scheduled return date.
- The Coordinator will ensure the secure and proper parking location of the Tool Shed at the project area. This must be on private property (with owner's approval) and not on the street.
- The Coordinator will provide a phone number for coordination of Tool Shed delivery and pickup, and commits to being present and on time for delivery and pickup dates/times. A photo ID is required so the driver can verify delivery/pickup on the initial checklist.
- The Coordinator will notify Adams County Neighborhood Services staff of all items identified on the equipment list that are broken, not returned, or not working for any reason on/before the pickup date (by email to [toolshed@adcogov.org](mailto:toolshed@adcogov.org) ).
- The Coordinator will recruit a minimum of five (5) volunteers.
- The Coordinator will complete and return the application form two weeks prior to the event. The Coordinator will ensure that each volunteer completes a participant waiver and responsibilities form, that must be submitted following the event.
- The Coordinator will ensure no one under the age of 18 will use any of the power equipment provided.
- The Coordinator will confirm equipment inventory prior to receipt of the Tool Shed, and upon the return of the Tool Shed to Adams County Neighborhood Services personnel.
- The Coordinator will ensure that all trash is removed from the supplied garbage cans and the Tool Shed at the end of the event.
- The Coordinator will ensure the Tool Shed and all its contents are returned in good working order and will report missing/broken items and any items not returned in the condition they were received (by email to [toolshed@adcogov.org](mailto:toolshed@adcogov.org) ).
- The Coordinator agrees to complete and submit the Post Cleanup Survey within fourteen (14) days of the completed project. Post Cleanup Survey forms are accessible on the Tool Shed website [WWW.ADCOGOV.ORG/TOOL-SHED](http://WWW.ADCOGOV.ORG/TOOL-SHED)

## PROGRAM LOGISTICS

### Tool Shed Program Schedule

April 1st - October 31st

**Individual tool reservations** may take five (5) days to process. Delivery and pickup of tools are available Monday through Friday from 8 a.m. – 3 p.m. (No weekends or holidays).

**Neighborhood Cleanup Tool Shed reservations** may take up to two (2) weeks to process.

## TOOLS AVAILABLE

QTY		QTY	
4	Electric Lawn Mowers	2	Wheelbarrows
4	Electric Weed Trimmers	4	Trash Cans/Lids (32 gallon)
2	Electric Edger	4	Industrial Push Brooms
2	Electric Hedge Trimmers	6	Safety Cones
2	Electric Leaf Blowers	6	Trash Pick Up Poles
12	Electric Cords	6	Bucket 5 Gallon
4	Weed Pullers	6	5-Gallon Bucket Lids
4	Leaf Rakes	2	Hose Spray Nozzles
4	100-ft Garden Hoses	2	Hand Tillers/Cultivators
2	D-Handle Drain Spade Shovels	4	Tree Pruners (14 ft.)
4	Spade Shovels	2	Loopers
4	Square Shovels	2	Hand Shears
4	Trowel Planters (3-piece set)	1	Post Hole Digger
20	Safety Vests	20	Safety Goggles
10 pk	Trash Bags (32 gallon)	2	Garden Hoes
2	Two-Prong Garden Hoes	1	Entire Tool Shed <b>**Neighborhood Cleanups ONLY**</b>

## CONTACT INFORMATION

Tool Shed Program Email: [toolshed@adcogov.org](mailto:toolshed@adcogov.org)

Tool Shed Hotline: 720.523.6992

## HELPFUL INFORMATION, TIPS, AND REMINDERS

### Individual Tool Reservations

- Make sure you provide a phone number so the driver can call you, if needed.
- Please be on time when receiving and returning the equipment/trailer.
- We DO NOT deliver or pick-up the tools on the weekend or holidays.
- If possible, please submit before and after pictures of the area being cleaned and/or of the completed project.
- Use your best judgment and be safe. Watch out for all participants.
- Call local law enforcement if something looks dangerous or suspicious.
- Please try to recycle during your yard cleanup.
- Do not forget to properly remove or dispose of trash and debris. Adams County Neighborhood Services assumes no responsibilities for removal of trash/debris.
- Remember to stay hydrated and wear sunscreen.
- HAVE FUN!!!

### Neighborhood Tool Shed Reservations

- The Tool Shed is approximately 16 feet long. Please plan for this when parking/storing the shed. Coordinators need to ensure that the Tool Shed is stored on private property (with owner's approval) and not on the street.
- Get together as many volunteers as you can. A minimum of five (5) volunteers is required if you are renting the entire Tool Shed for a neighborhood cleanup.
- Make sure you provide a phone number so the driver can call you if needed.
- Please be on time when receiving and returning the Tool Shed and have a photo ID on hand.
- We DO NOT deliver or pick up the Tool Shed on weekends or holidays.
- Please submit before and after pictures of the area/neighborhood being cleaned and/or of the completed project. We would like pictures of your crew, as well.
- Use your best judgment and be safe. Watch out for all participants.
- Call local law enforcement if something looks dangerous or suspicious.
- Please try to recycle during the event.

- Do not forget to properly remove or dispose of trash and debris. Adams County Neighborhood Services assumes no responsibilities for removal of trash/debris.
- Keep yourself and your crew hydrated, and please use sunscreen.
- After your event, remember to submit the Post Cleanup Survey to the Adams County Tool Shed email: [toolshed@adcogov.org](mailto:toolshed@adcogov.org)
- HAVE FUN!!!

## FREQUENTLY ASKED QUESTIONS

- ***Is there a way to get a list of what is in the Tool Shed?***

Yes, there is an Adams County Neighborhood Services equipment list, which can be found on our website or on page 5 of this guide.

- ***Can I schedule the equipment/Tool Shed to be delivered/picked up later than 3 p.m.?***

The equipment/Tool Shed cannot be delivered any later than 3 p.m. This is due to requirements of our delivery team. If your location meets the requirements for multiday use, they may be able to schedule pickup for the following morning instead.

- ***Can I have someone other than myself be there for equipment/Tool Shed delivery or pickup?***

The participant/coordinator (on the reservation form) must be present for both delivery and pickup. There is valuable information that is disseminated at delivery. In the event you cannot be there, please contact your Adams County Neighborhood Services staff member (by emailing [toolshed@adcogov.org](mailto:toolshed@adcogov.org), or calling 720.523.6992) and they may be able to help you find a solution.

- ***Can I use the equipment/Tool Shed on the weekend?***

Yes! For weekend use, the equipment/Tool Shed can be dropped off Friday before 3 p.m. and picked up Monday after 8 a.m. The equipment/Tool Shed cannot be dropped off on Saturdays, Sundays, or holidays. For neighborhood cleanups, the project coordinator MUST be present at drop-off on Friday and pickup on Monday.

- ***How do I submit my paperwork and pictures?***

There are a couple of different ways to do this.

Paperwork submission information can be done via our website: [WWW.ADCOGOV.ORG/TOOL-SHED](http://WWW.ADCOGOV.ORG/TOOL-SHED). Photos of your event can be submitted by email to: [toolshed@adcogov.org](mailto:toolshed@adcogov.org)

## YARD/CLEANUP EVENT CHECKLIST

- Reservation form, Waivers & Responsibilities form, and Indemnification form must be submitted ahead of time via email to: [toolshed@adcogov.org](mailto:toolshed@adcogov.org)
- Make note of the due dates listed on the reservation. If any of them are a problem, please reach out to the Adams County Neighborhood Services staff member by sending an email to: [toolshed@adcogov.org](mailto:toolshed@adcogov.org) or call 720-523-6992 prior to the date, and we will work with you to find a date that works.
- Cleanup Coordinator: (Must be present for Tool Shed drop off and pickup)
- The participant waiver form should be printed out and signed by all participants at your event. These must be submitted on or before Tool Shed pickup date.
- Submit Post Cleanup Survey. For questions or concerns, please send an email to: [toolshed@adcogov.org](mailto:toolshed@adcogov.org) or call 720-523-6992

## POST CLEANUP SURVEY

The Post Cleanup Survey can be printed, scanned, and emailed or submitted online through the link on our website. The Post Cleanup Survey is the final leg of your Adams County Neighborhood Services Neighborhood Cleanup journey. Once you complete the survey, you will be ready to start planning your next event.