

Rules and Guidelines for a Safe and Successful Graffiti Volunteer Project



SAN RAFAEL
THE CITY WITH A MISSION

- Make sure you have completed all **Volunteer Service Agreements** and have had your project with date and location signed off by a Public Works supervisor before commencing work.
- **Do not paint any private property**, including U.S. Postal Service mailboxes, PG&E electrical boxes, or State Highway (Caltrans) sound walls unless approved ahead of time by City Supervisor *
 - Call 1-800-750-2355 to report graffiti on **U.S. Postal Service mailboxes**
 - Call 707-762-6641 to report graffiti on **Caltrans** property
 - Call 800-540-8020 to report graffiti on **AT & T** property
 - Call (415) 485-3375 to report graffiti on **other public structures, private property, utility boxes, or if the property owner is unknown**; or visit www.cityofsanrafael.org/Government/PublicWorks/Graffiti_Hotline.htm
- Graffiti on **painted surfaces** should be covered by paint that matches the primary background color as closely as possible. If matching is impossible, paint the entire background. Save some paint for "touch up" jobs later.
- Do not paint **natural surfaces such as brick or wood** unless you have received prior permission from the Public Works Department.
- **Do not attempt to paint or clean any traffic signs.** Report vandalized signs to Public Works.
- Use graffiti wipes or removal products on metal, glass, and other surfaces that cannot or should not be painted over.
- **Don't waste paints or solvents.** Used paint cans should be taken to the City Household Hazardous Waste Collection at Marin Resource and Recovery, 535 Jacoby Street. We mainly use biodegradable solvents, so usually those containers can be placed in the normal trash. If in doubt, save it and contact Public Works for direction.
- Water used to clean painting supplies is hazardous to the environment. This water should not be disposed of by pouring it down storm drains, into streets or on the ground. This polluted water can harm marine life as well as humans who use the ocean for recreation and as a source of food. **Painting supplies should be washed out in the sink where the water will go through the sewage treatment system** and not seep directly into the ocean or ground water. Remaining amounts of paint should not be poured down the drain, but should be brought to Marin Resource and Recovery, 535 Jacoby Street.
- Make sure all volunteers **wear all necessary personal protective equipment** such as eye protection and gloves. Long sleeves and sturdy shoes may be required to safely perform the task.
- Return or store all unused materials as per agreement with Public Works.

*Private Property Instructions

- **ONLY** work on private property as agreed to in your Volunteer Service Agreement form.
- Make sure you have the owner's permission first as well as confirmation by the City Staff Supervisor to abate graffiti on that specific property.
- Owner's permission must be in writing on our Graffiti Removal Authorization Form and signed by the owner or property manager before commencing work. Follow instructions carefully.