

MONTGOMERY COUNTY  
DEPARTMENT OF TRANSPORTATION

# MERCHANTS KEEPING MONTGOMERY BEAUTIFUL PROGRAM

## Guidelines & Application



*The "Red Coats," associates of the Chevy Chase Center, keep this building's grounds clean*



Effective 4-4-2013

## MONTGOMERY COUNTY - MERCHANTS KEEPING MONTGOMERY BEAUTIFUL (MKMB)

### PROGRAM GUIDELINES

- Your retail establishment located in Montgomery County may elect to participate in this program to assist our community in maintaining a high quality appearance while protecting our streams and watersheds.
- Any number of stores within a chain may participate in the program as long as they are located within Montgomery County. Stores located in municipalities will need to provide permission from their local government. There are no minimum or maximum time limits on participating in the program.
- Litter and weeds should be picked up as needed from the grounds of your business and adjacent public space along the property line. Grounds for the purposes of this program include the *parking lot, sidewalks, plantings, street gutters, and other adjacent public spaces, such as the grass strips next to the sidewalks,*. Remove trash from sidewalk planters and empty trash cans, if needed. Under no circumstances should merchants sweep, wash, or otherwise cause trash to be deposited in street gutters or storm drains.
- Montgomery County reserves the right to rescind participation in the program should it receive three or more complaints about the condition regarding litter in front of or on the grounds of the business or for other reasons at its sole discretion.
- **Participants should inform the Community Outreach program quarterly (4 times a year) that they are actively participating in the program by either email or phone.** The **Community Outreach email is [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov) and hotline is 240-777-7155** (*press \* to bypass greeting*). If at any point you conduct a clean-up that results in a significant amount of trash, please tell us approximately how many bags of trash you collected. This information will be logged into a database that will help the region monitor its progress in cleaning up the Potomac River Watershed. It can also serve as a reference if complaints arise concerning your participation in the program.
- The County will provide a plaque which you may display on a counter top indicating you are a participant in the Merchants Keeping Montgomery Beautiful (MKMB) program. The County will also identify your business in any advertising which lists business partners in the program, also your business will be spotlighted on our website and in our bimonthly newsletter. We do not require the plaque be posted to participate in the program.
- Should you become unable to continue in the program, please notify the Community Outreach office. This can be done anytime through either email to **[mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)** or phone call to the **Community Outreach Hotline at 240-777-7155.**

### SAFETY PROCEDURES

- For safety, designate a Team Coordinator for your business. Coordinators must be at least 21 years of age.
- Do not consume alcoholic beverages or drugs before or during your cleaning session.
- Maintain a complete first aid kit and have it available at all times.
- Report illegally posted signs, including those on traffic signs and telephone poles, call Department of Permitting Services at 311. If the signs are legal, they will display a permit number on the back (*do not confront a sign owner*).
- Attire for cleaning near the road or street in front of your business should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. Safety vests, gloves and trash bags are available upon request and can be picked up from our office at 101 Monroe Street, 10th floor, Rockville, MD, or in some cases mailed to you in small quantities. Call the Community Outreach office or email to arrange for pick up or mailing.

MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION  
**Merchants Keeping Montgomery County Beautiful**

**PROGRAM APPLICATION**

NAME OF BUSINESS: \_\_\_\_\_  
Please print clearly (Business Phone Numbers)

POINT OF CONTACT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF SHOPPING CENTER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
Please print clearly

HOW DID YOU HEAR ABOUT THIS PROGRAM: \_\_\_\_\_

LUCITE DESK PLAQUE REQUESTED: \_\_\_\_\_ YES \_\_\_\_\_ NO

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:

√ OWNER/MANAGER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(if address is same as above, leave blank)

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
(Officer, Manager, Director or Principal of Organization)

√ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(if address is same as above, leave blank)

SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
(Member of Organization)

**FOR DEPARTMENT OF TRANSPORTATION USE ONLY**

Log Number: \_\_\_\_\_ Date: \_\_\_\_\_ : \_\_\_\_ Yes \_\_\_\_ No Total Miles: \_\_\_\_\_

Business eligible: \_\_\_\_ Yes \_\_\_\_ No

Comments: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**SUBMIT APPLICATION TO:**

MCDOT - Community Outreach Office  
Executive Office Building  
101 Monroe Street, 10<sup>th</sup> Floor  
Rockville, Maryland 20850

**HOTLINE:** 240-777-7155 **FAX:** 240-777-7178  
**EMAIL:** [mcdot.outreach@montgomerycountymd.gov](mailto:mcdot.outreach@montgomerycountymd.gov)  
**WEBSITE:**  
[www.montgomerycountymd.gov/mcdotcommunityoutreach](http://www.montgomerycountymd.gov/mcdotcommunityoutreach)

## **MONTGOMERY COUNTY - MERCHANTS KEEPING MONTGOMERY BEAUTIFUL (MKMB)**

### **ELIGIBILITY CRITERIA**

- The MERCHANTS KEEPING MONTGOMERY BEAUTIFUL Program (“Program”) is open to businesses, nonprofit or civic organizations, and governmental entities. Organizations, businesses, and governmental entities that wish to participate in the Program must be located within Montgomery County or conduct substantial activities within Montgomery County.
- Individuals, organizations, and businesses that do not comply with Montgomery County’s nondiscrimination laws, including Chapter 27 of the Montgomery County Code, 1994, are ineligible.
- An individual representing a business or organization who wants to participate in the Program must sign the application form and provide his or her name, address and email address to help the County communicate more efficiently with its Program participants.
- The County reserves the right to contact any of the people named on the application to verify participation and to contact the individuals in the absence of the team coordinator.
- An officer, manager, director, or principal of any business or governmental entity wanting to participate in the program must sign the application form and provide his or her name, address and email address.
- Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. Use of the plaque in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.

### **INDEMNIFICATION**

- All participants in the Program hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business, or entity that participates agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from the Program.

### **NOTICE**

The individual, organization, business, or entity that joins the MERCHANTS KEEPING MONTGOMERY BEAUTIFUL program agrees to notify all his or her employees of the foregoing terms.

