



Dear Cambridge Business,

We are asking you to join us in a collaborative effort to keep our city as clean as possible. Without your cooperation, this would indeed be a difficult task.

Throughout the year, the Cambridge Department of Public Works (DPW) services all of the major squares, and empties all of the litter baskets in the City twice a day. Also, the DPW empties all of the public area recycling bins weekly.

In addition, we assign hand crews to assist local businesses in removing litter from the busiest areas of the city. Last year, we collected over **5,000 tons** of litter from our streets.

There are a number of ways local businesses can step up to the plate, and help to create a safer and more attractive Cambridge.

Please take a moment to review this brochure and learn how you can help join the effort to keep our city clean.

We thank you in advance.

Sincerely,

Lisa Peterson
Commissioner of Public Works



Keeping Cambridge Clean Requires a Team Effort

In partnership with the
Central Square Business Association, the
Harvard Square Business Association, the
Cambridge Combined Business Association,
and the **Cambridge Chamber of Commerce**



Help put a lid on litter.

Litter isn't just a problem for the City, but for your business. Litter-strewn storefronts and streets can drive potential customers away from our business districts – and from your business.

While the City does its part, local businesses are required by law to keep the areas abutting their property free of litter. *But it's not just the law; it's the right thing to do, for your business and your customers.*

On a larger community scale, litter can clog catch basins, cause flooding, or get washed into the Charles River or Alewife Brook. And that's everyone's problem.

Litter Baskets Are NOT For Commercial Trash:



Litter baskets are designed for casual disposal of litter by pedestrians.

It is illegal to dispose of commercial rubbish in litter baskets. When this happens, litter baskets immediately fill up causing overflow to spill onto the sidewalk.

Disposing Of Commercial Trash:

Rubbish that is put out too early is an eyesore, and can result in public health concerns.

It is illegal to put rubbish receptacles out prior to 3pm of the day before scheduled pickup, and receptacles must be removed by 6pm the day of pickup.

Posting/Flyering/Signage Regulations:

Posting fliers and other information on poles, walls, MBTA shelters, news racks or any public or private property without the owner's consent is prohibited in Cambridge.

City approval is required to place signs or display goods on sidewalks. To apply for a permit, call the City Clerk's Office at 617-349-4260.

What's Your Recycling Plan?

All Cambridge businesses are *required* to file a recycling plan with the DPW. Businesses have three recycling options:

1. Use the Recycling Drop-Off Center during open hours (Tues. & Thurs. 4 - 7:30pm, Sat. 9 - 4pm) for free (only businesses with 50 or fewer employees).
2. Receive recycling service through the City's curbside collection contractor at a subsidized rate.
3. Arrange recycling service with a private hauler.

■ *For more information on Commercial Recycling Regulations, call the Recycling Division at 617-349-4879*

How To Deal With Graffiti:

Report recent graffiti by calling the graffiti hotline at 617-349-6955. Contact the police (911) if you witness someone applying graffiti.

■ *Contact DPW at 617-349-4800 for a brochure on dealing with graffiti on or around your property.*

Snow And Ice Removal

Cambridge Businesses and Property Owners are required to:

- Remove snow from all sidewalks abutting their business or property within 12 hours after the snow stops falling in the day and before 1pm when it has fallen during the night.
- Clear ice off sidewalks or treat them with an ice-melting substance within six hours of the time the ice forms.
- Make openings in snow banks between streets and sidewalks at crosswalks, street corners and bus stops. The opening should be wide enough to enable persons with strollers or in a wheelchair to get onto sidewalks safely.
- Corner businesses are required to shovel the side street sidewalk and the sidewalk (including access ramps) in front of their property.

■ *Contact DPW at 617-349-4800 for a brochure on snow and ice removal*



What You Can Do:

- **Clean the sidewalk** and gutter adjoining your property on a daily basis.
- Provide proper **disposal containers** for cigarette butts immediately outside of businesses where customers, employees and others may smoke.
- Inform employees that **litter baskets** are strictly for pedestrian disposal of wrappers, cups, papers and small pieces of litter, *not* bags of trash.
- Use **sealed rubbish receptacles**, instead of plastic bags. Remove emptied receptacles after pickup.
- **Refrain from posting** and inform any contractors hired to distribute flyers that posting is prohibited.
- **Obtain a permit** prior to placing any **obstruction** on the sidewalk, including signs.
- Keep your **Recycling Plan** up to date, and inform employees of what materials must be recycled.
- Promptly **remove snow and ice** from the front of your property following a storm.
- Make sure catch basins are clear of snow and debris so they will work properly and control flooding.

■ *More information is available at the Public Works web site www.cambridge.ma.gov/~TheWorks*