

# Guide to Public Works



## City of College Park Department of Public Works

9217 51st Avenue  
College Park, MD 20740

Phone 301-474-4194  
Fax 301-474-0825

## **OFFICE HOURS**

**Department of Public Works**  
**Monday – Friday 7:30 a.m.- 4:00 p.m.**



This booklet provides an overview of the services provided by the Department of Public Works. If you have additional questions, please contact us at 301-474-4194 or visit the City website at [www.collegeparkmd.gov](http://www.collegeparkmd.gov). Information is also on Cable Channel 71 and in the Municipal Scene in the Gazette.

**Keep this booklet in a handy place to  
reference throughout the year.**

Copia de esta guía es a disponible en español.  
Llame al 301-474-4194 para mas informacion.

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## REFUSE COLLECTION

### **Collection Requirements:**

- All refuse carts and recycling containers must be placed at the curb by 7:00 a.m. on scheduled collection day.
- Carts and recycling containers must be removed from the curb prior to midnight on refuse collection day.
- All regular trash should be placed inside the refuse cart. If the volume of household refuse exceeds the capacity of the cart, place refuse in disposable containers beside the cart.
- Do not place recycling items in refuse carts.
- All carts must be kept clean by the user.
- Dogs and other pets must be confined on collection days.
- Do not place hazardous materials such as oil, paint, poison, caustics, explosives and pressurized tanks inside the carts.
- Syringes, needles and sharps must be disposed of in a sharps container. If none is available, cap needles and place inside a rigid plastic or metal container with a lid. **Place inside the trash cart, they cannot be recycled.** Fines may be issued for inappropriate disposal.
- Any items which could be a hazard to the collector (such as broken glass, etc.) should be placed inside the cart or an **impervious disposable container** and be clearly labeled.



### **Material Accepted for Collection:**

- Garbage (food waste).
- Normal household trash and other refuse not recyclable.
- Domestic animal waste wrapped in plastic bags.
- Bulky items such as furniture, mattresses and other miscellaneous items.
- Major appliances, tires, building material and brush will be collected on Thursdays and Fridays by appointment.

**Material NOT Accepted for Collection:**

- Roof Shingles
- Pressurized Containers (including gas cylinders)
- Dirt, Rocks
- Explosives
- Paint
- Poisons, Caustics
- Any Hazardous Materials



**Hazardous Waste:**

The City is not permitted to collect hazardous material. Prince George's County accepts hazardous materials every Sunday from 7:30 a.m.-3:30 p.m. at the Brown Station Landfill. The landfill is located at:  
11611 White House Road, Upper Marlboro



**For a list of accepted material, or for more information call Prince George's County at 301-883-7164 or visit [www.goprincegeorgescounty.com](http://www.goprincegeorgescounty.com)**

**Carts:**

Carts are provided to College Park residents who participate in the refuse collection program. Replacement carts will be provided by the City if the need for replacement was not caused by owner abuse. Carts that are destroyed or become unusable as a result of the acts or negligence of the user, shall be required to be replaced. The user shall pay the cost for replacement of the cart.

**Cart Placement:**

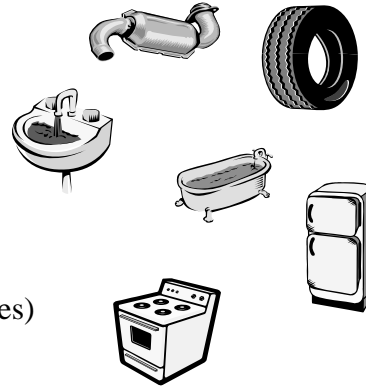
Carts must be placed at the curb, with the front opening facing the street. Carts must be left in an open space away from sign poles, trees, fire hydrants and parked cars.

## **SPECIAL PICKUPS**

The following items will be collected by appointment only on Thursdays and Fridays. Call 301-474-4194 to schedule an appointment **before** setting items out for collection. Items must be at the curb by 7:00 a.m.

### **Special Trash may include:**

- Air Conditioner units
- Bathroom basins & tubs
- Boilers
- Building materials
- Clothes washers & dryers
- Hot water heaters
- Refrigerators, Freezers
- Radiators
- Tires (a collection fee applies)
- Vehicle parts



### **Appliance and Tire Collection Fees:**

Air Conditioners: First unit free per calendar year per household  
\$35.00 per additional unit

Heat Pumps: First unit free per calendar year per household  
\$35.00 per additional unit

Refrigerators/Freezers: First unit free per calendar year per household  
\$35.00 per additional unit

Tires: \$4.00 per tire

### **Bulky Trash:**

Furniture, move outs and other miscellaneous items may be collected on regular trash days, and also on Thursday and Friday by appointment. Call for an appointment **before** placing items at the curb. Items must be at the curb by 7:00 a.m.

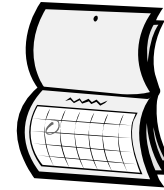
**Trash and Recycling Collection Schedule:**

**Monday:** Berwyn, Calvert Hills, College Park Estates, Lakeland, Old Town area, Yarrow

**Tuesday:** College Park Woods, Crystal Springs, Patricia Court, area north of Greenbelt Road & west of Rhode Island Avenue.

**Wednesday:** Autoville, Cherry Hill, Hollywood, Sunnyside, area north of Greenbelt Road & east of Rhode Island Avenue.

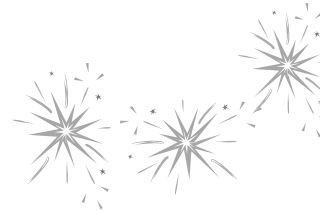
**Call 301-474-4194 for more information**



**City Holidays:**

Trash and recycling days will be one day later if the holiday falls on a collection day. A week with a holiday will only have one day for special pickups. Changes to collection schedule will be announced on the Cable Channel 71, in the Municipal Scene in the Gazette, and on the City web site.

- New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Election Day (during Presidential election years)
- Veterans Day
- Thanksgiving AND the day after Thanksgiving
- Christmas Day



**NOTE: Columbus Day is NOT a City Holiday**

**Behind the House Pickups:**

Households with no one physically able to move refuse carts and recycling bins to and from the curb may request a behind the house pickup. An application and doctor's note must be filed with Public Works. Call 301-474-4194 for more information.



## RECYCLING

The City of College Park has a curbside recycling program. Recycling bins are provided at no charge to residents who have



City trash service. Items that are recyclable should **NOT** be placed in refuse carts, instead they should be placed in the recycling bin. Recycling bins should be kept clean by the user and must be at the curb by 7:00 a.m on collection day.

### **Paper:**

Place papers next to the bin in paper bags or tied in bundles.

- Newspapers, Magazines, Catalogues
- Junk mail, envelopes
- Computer/ copy paper
- Phone books
- Light cardboard, cereal boxes with inner linings removed, shoe boxes
- Paperback books
- Corrugated Cardboard– **flattened**, bundled and tied



### **Recyclable Items:**

Rinse, remove lids, and place inside the recycling bin



Unbroken glass bottles and jars



Plastic bottles and containers with HDPE #1 or #2 symbol located on bottom of item, such as water bottles, milk jugs, detergent bottles, shampoo bottles



Metal cans

***Reduce, Reuse, Recycle***  
***Thank you for Recycling***

### Non-Curbside Recyclable Items:

- Light bulbs
- Plastic toys
- Styrofoam
- Aluminum foil
- Hazardous material
- Hardback books
- Broken glass
- Plastic utensils
- Wax coated cardboard
- Window glass and mirrors
- Any container contaminated with food
- Scrap metal
- Pots and pans
- Carbon paper
- Medical wastes
- Plastic flowerpots
- Salad bar containers
- Clothes hangers
- Drinking glasses or dishes
- Dirt and rocks
- Plastic wrap or bags



*(Other recycling facilities may be available for these items)*

### Used Motor Oil:

Used motor oil can be recycled. A receptacle for recycling used motor oil is available at all times at the Public Works facility. Please dispose of oil and containers in accordance with posted directions.



### Recycling Tips:



- Rinse bottles and cans to keep insects away and reduce odors.
- Remove lids and bottle tops.
- Keep papers, magazines and cardboard together.
- Place recycling bin at the curb by 7 a.m. on collection day.

### Why Recycle?

- Recycling saves money in tipping fees at the landfill.
- We could save 12 million cubic yards of landfill space if half the magazines printed in the US each year were recycled.
- One recycled aluminum can saves enough energy to run a TV for 3 hours, or to light one 100 watt bulb for 20 hours.
- Each person uses approximately one 100-foot tall Douglas Fir tree in paper and wood products each year.

## **YARD WASTE COLLECTION**

Yard waste includes grass, leaves, vines, weeds, and small trimmings and clippings.

### **January – October**

Yard waste must be at the curb by 7:00 a.m, and will be picked up on regular collection day if there are 10 bags or less. Residents must use paper yard waste bags or an approved reusable container (see below for more information). More than 10 bags or containers must be scheduled for a special pickup. Yard waste, brush or branches in plastic bags will not be picked up.

### **November – December**

Leaves, grass, weeds & vines may be raked to the curb during posted collection times only (see page 8 for more information). Please continue to use paper bags or reusable containers for small trimmings & clippings; they will be picked up during posted collection dates.

### **Paper Bags and Reusable Containers:**

- Grass clippings, leaves and yard trim (NOT BRUSH OR BRANCHES- see page 8 for more information) must be set at the curb for collection in paper yard waste bags or in approved reusable containers.
- Reusable containers must be 32 gallons or less in size. The container must weigh less than 75 pounds to be collected; and display a yard waste collection decal. The decal is available for pickup at Public Works, City Hall and Public Services. Residents may use more than one container, however each one must display a decal in order to be collected.
- Items must be at the curb by 7:00 AM on collection day.
- The containers must be set at the curb and have the decal facing the street in order to be collected.
- Please put a few small holes in the bottom of the container to allow water to drain out.



*Call 301-474-4194 for more information.*

## LEAF COLLECTION

### November – December

- Leaf Vacuum collection dates will be posted in your neighborhood. Signs are posted prior to collection the following week.
- Rake leaves to the curb, but not into the street. Pile leaves away from cars and storm drains. The leaf vacuum cannot reach around cars, and will not be able to collect your leaves.
- Remove all tree limbs, rocks and other debris from leaves to be collected. They can damage the equipment and cause delays.
- Noise and dust may be noticeable. Dry conditions generate more dust. We apologize for any inconvenience.
- If you bag leaves, please put them out when the leaf vacuum is scheduled. **Use paper yard waste bags or approved reusable containers** (see page 7 for more information). Do not put them out with regular trash.
- The leaf vacuum only makes collections in the fall.  
**NO BAGGING IS NECESSARY DURING THIS TIME**



## BRUSH & LOGS

Brush includes bamboo, branches, shrubs and trees.

- These items will be collected on Thursday and Friday only. Call 301-474-4194 for an appointment.
- Bundle items and tie with rope or string (*do not use wire or put in plastic bags*). Items must be less than 5 feet long & weigh less than 75 pounds.



### Christmas Tree Recycling:

Christmas trees are collected in January. To have your tree collected, remove all decorations and place your tree at the curb during the announced collection dates.

## COMPOST

Smartleaf is produced by composting municipality collected leaves and grass clippings. It is screened to remove most particles over ½” in diameter. It is lab tested and has a pH between 7.4 – 8.0. Delivery may be arranged, for an additional fee.

**Call 301-474-4194 for details about pricing and availability**



### **Free Unscreened Compost**

Residents of the City of College Park are allowed up to 5 cubic yards of unscreened compost per year at no charge, while supplies last. Compost may be picked up at the Public Works yard, or it can be delivered for a fee.

## STREET SWEEPING

The Public Works Department sweeps 110 curb miles of City maintained streets three to four times annually. Signs are posted notifying residents of scheduled street sweeping in each area. Whenever possible do not park on the street when the sweeper is scheduled in your neighborhood.



## SPRING CLEAN UP MONTH

April is designated as ‘Spring Clean Up Month’. The Public Works facility will be open Saturdays during the month of April for residents of College Park. Proof of residency is required.

There may be a charge for items such as tires, A/C units, heat pumps, refrigerators and freezers.

Hazardous waste will **not** be accepted. This is the **only** time that you may bring items other than used motor oil to the Public Works Yard for disposal.



## STREET SIGNS

Public Works installs and repairs traffic and street name signs along City maintained streets. Traffic control signs are maintained in accordance with the Manual on Uniform Traffic Control Devices. Please call 301-474-4194 to report missing or damaged street signs.



## POTHOLES

Potholes and damaged sidewalks along City maintained streets should be reported to Public Works at 301-474-4194.

The following streets are **not** City streets. Potholes on these streets should be reported to the appropriate agency.



Kenilworth Avenue: State Highway 301-776-7619

Metzerott Road: Prince George's County 301-499-8530

Paint Branch Parkway: Prince George's County 301-499-8530

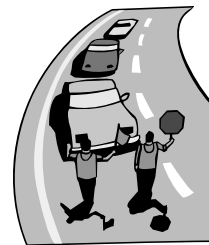
Rhode Island Avenue (from Rte. 193 north): Prince George's County 301-499-8530

U.S. Route 1(Baltimore Avenue): State Highway 301-776-7619

University Boulevard (Route 193): State Highway 301-776-7619

## STREET MAINTENANCE

Street repaving is scheduled in accordance with the City's Pavement Management Plan approved by the Mayor and City Council. The City Engineer responds to questions regarding driveway apron requests, curb cut permits, sidewalk repairs, major repairs to City streets and requests for special projects. They can be reached at 301-474-4194.



## STREET LIGHTS

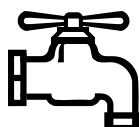


Pepco maintains street lights. Call 1-877-PEPCO62 to report a street light that is not working. Have the following information available: pole number, street address and type of pole.

## STORM DRAINS

Prince George's County maintains storm drains throughout the City. Call 301-499-8500 to report a blocked storm drain. Have the address available when you call.

## WATER MAIN BREAKS



The Washington Suburban Sanitary Commission (WSSC) maintains water mains. Call 301-206-4002 to report water main breaks or sewage back ups. Have the address available when you call.

## SNOW AND ICE CONTROL

Public Works crews plow and salt City streets and parking lots to clear snow and ice.

*What Residents can do:*

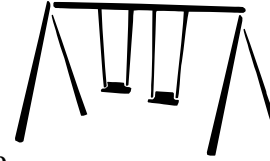
- **Whenever possible, move parked cars off the street so snow plows can clear snow to the curb.**
- If off-street parking is not available, use the **odd-even parking system**. During predicted snow storms park on the even-numbered side of the street on even-numbered calendar days. Park on the odd-numbered side of the street on odd-numbered calendar days.
- Be patient during snow emergencies as crews work around the clock to clear the streets.
- Clear sidewalks in front of residence within 24 hours of the end of the storm.



## PARKS AND PLAYGROUNDS

Following is a list of the parks and playgrounds maintained by the City of College Park:

- Branchville playground, Branchville Road
- Calvert Hills playground and athletic field, 4601 Calvert Road
- Crystal Springs playground, 37<sup>th</sup> Avenue
- Davis field playground, Iroquois Street
- Duvall playground and athletic field, Rhode Island Avenue
- Hollywood playground, Hollywood and 48<sup>th</sup> Place
- Muskogee playground, Muskogee and Narragansett Parkway
- Old Town playground, Columbia Avenue
- The Mews playground, Catawba Street
- James Adams Park, Berwyn House Road
- Veteran's Memorial, Route 1 and Greenbelt Road



Call Public Works at 301-474-4194 for maintenance requests for these parks and playgrounds.



All other parks and playgrounds are owned and maintained by Maryland-National Capital Park and Planning Commission (M-NCPPC). Call 301-918-4700 for maintenance requests for these sites, which include:

- Acredale Community Park, Metzert Rd
- Berwyn Neighborhood playground, 8300 block 49<sup>th</sup> Ave.
- Calvert Neighborhood Park, at the dead-end of Drexel Rd.
- Calvert Road Disc Golf, Old Calvert Rd
- College Park Woods Neighborhood Park, 9100 block of St. Andrews Place
- Herbert Wells Skating rink, 5211 Paint Branch Parkway
- Hollywood Neighborhood Park, 9700 block of 53<sup>rd</sup> Ave.
- Lake Artemesia, 55<sup>th</sup> Ave.
- Lakeland Community Park, 4900 block of Lakeland Rd.
- Paint Branch Parkway Community Park, Old Calvert Rd.
- Paint Branch Golf complex, 4690 University Boulevard
- Sunnyside Neighborhood Park, 10000 block Rhode Island Ave.

## **GYPSY MOTH PROGRAM**

A gypsy moth egg mass count is conducted in the fall by the Maryland Department of Agriculture to monitor population changes. If egg mass counts are high enough, an aerial spray application may be recommended to prevent excessive damage the following spring by the feeding caterpillars. If a treatment area is identified, the Maryland Department of Agriculture Forest Pest Management Office works with the City to schedule control applications. Gypsy moth surveys are important to prevent future outbreaks.



## **MOSQUITOES**

During the spring & summer, the City of College Park cooperates with the Maryland Department of Agriculture to identify and control mosquito populations. Larviciding treatments are made by Maryland Department of Agriculture personnel beginning in the spring and continuing throughout the summer. Requests for local spraying should be made to Public Works, which are forwarded to the Maryland Department of Agriculture who will determine if spraying is warranted. If count thresholds are met, the Department of Agriculture may spray for mosquitoes.



## **ILLEGAL SIGNS**

Signs posted in the public right of way, also known as litter on a stick, are not only illegal; they are also unsightly and distracting to motorists. Whether the sign advertises a yard sale, business, or political activity, these signs will be removed and disposed of by City employees. Certain signs may be posted on private property, call 301-864-8877 for more information.

## **NARRAGANSETT RUN**

Prince George's County maintains the storm water drainage conveyance along Narragansett Parkway. Call 301- 499-8520 for maintenance information.



## **TREE AND LANDSCAPE MAINTENANCE**



The Public Works Department maintains the City's urban forest by pruning, planting and removing trees as necessary. The City continues its "Tree City USA" designation and has been named a "Plant City" as well. Annual flower rotations are installed and maintained throughout the City. Coordination with the Committee for a Better Environment and the Tree and Landscape Board ensures community involvement with beautification projects.

A few of the planting areas throughout the City include:

- Calvert Road streetscape
- Route 1 streetscape
- City buildings (5)
- Edgewood Road medians
- James Adams Park
- St. Andrew's Place median
- Veteran's Memorial
- Edmonston Road buffer
- 54th Avenue buffer



## **SLOW DOWN TO GET AROUND**

It can be frustrating to encounter unexpected delays during your day, whether it is because you are behind a refuse truck or a metro bus. However, it is important to remember that there are people in and around the vehicles who expect to arrive home safely at the end of the day. City employees have been injured as a result of inattentive drivers. Remember to slow down to get around these vehicles, and that your aggressive driving could kill or injure another person.



# TELEPHONE NUMBERS

## CITY OF COLLEGE PARK

City Clerk.....	301-864-8666
City Manager .....	301-864-8667
Code Enforcement .....	301-864-8877
Finance Department.....	301-277-4286
Human Resources .....	301-779-4945
Parking .....	301-864-5585
Planning & Economic Development.....	301-277-3445
Public Works .....	301-474-4194
Refuse and Recycling .....	301-474-4194
Senior Programs.....	301-345-8100
Youth & Family Services .....	301-474-1210

## OTHER TELEPHONE NUMBERS

Comcast Cable .....	301-731-4260
Brown Station Landfill.....	301-952-7625
Hazardous Waste (PG County).....	301-883-7164
Maryland-National Capital Park & Planning.....	301-445-4500
Miss Utility .....	800-257-7777
Narragansett Run Maintenance (PG County) .....	301-499-8500
PEPCO (need location).....	877-PEPCO62
Police Non-Emergency .....	301-336-8800
Pot Holes-Prince George's County.....	301-499-8500
Prince George's County Information .....	301-350-9700
Prince George's County Public Works .....	301-499-8500
State Highway Administration (US Route 1) .....	301-776-7619
State Police (College Park Barracks).....	301-345-3101
Storm Drains-Prince George's County .....	301-499-8500
Traffic Lights.....	301-345-7130
University of Maryland (general information).....	301-405-1000
University of Maryland Police (non-emergency).301-405-3555	
Verizon (Phone Service) .....	301-954-6260
Washington Gas .....	703-750-1000
Washington Suburban Sanitary Commission (WSSC). 301-206-4002	



## **Useful Websites:**

**[www.collegeparkmd.gov](http://www.collegeparkmd.gov)**

**[www.goprincegeorgescounty.com](http://www.goprincegeorgescounty.com)**

**[www.mda.state.md.us](http://www.mda.state.md.us)**

**[www.maryland.gov](http://www.maryland.gov)**

**[www.umd.edu](http://www.umd.edu)**



