

Stenciling Kit Materials Checklist

- ◆ Stencil
- ◆ Disposable Gloves
- ◆ Spray Paint
- ◆ Whisk Broom & Wire Brush
- ◆ Duct Tape
- ◆ Traffic Cones (at least 2-3)
- ◆ Cloth Rags
- ◆ Safety Vests
- ◆ Trash Bags (1 for trash, 1 for recyclables)



You will need to supply: Volunteers, pens/pencils, print outs of the data sheets, waivers, and other forms found online, cardboard (see step #3), and water/refreshments if desired.

Stenciling Step-by-Step Directions

Please follow the following steps when stenciling approved storm drains in the City of Danville (accompanying photos on back). Remember, volunteers must have permission from Public Works for storm drains on public property and permission from businesses or landowners for permission on private property. There should **NEVER** be any stenciling done alone; **DO NOT** stencil near parked cars or other private property that may be damaged by the paint. Expect it to take 15-30 minutes per storm drain, including prep and drying time. Thank you for supporting clean, healthy waterways in the Dan River Basin!

- ◆ Remember, each stenciling group should include a minimum of 3-4 people. One person to watch traffic, at least two people to stencil, and one to record data and information on the Storm Drain Data Sheet. If there are others in the group, they can help in identifying pollutant sources for the recorder, disposing of nearby trash, and interacting and educating passersby about your project and the important of storm drains to clean, healthy rivers and streams. You may rotate roles as you desire or see fit.
- ◆ (1) Determine the location where you will paint the stenciled message. Public Works wants the stenciling to be on the storm drain structure and visible, similar to where the blue box is in the image to the right.
- ◆ (2) Use the wire brush to remove any dirt or scum from the desired stenciling spot by scrubbing briskly. (3) Use the whisk broom to sweep away any other loose dirt or debris.
- ◆ (4) Place the stencil on the prepared area. Secure the stencil in place using the duct tape provided. Be careful not to move the stencil once in place.
- ◆ (5) Using the cardboard provided by your group, create a barrier around the stencil to prevent over-spray.
- ◆ (6) Now for the painting; the person painting should wear disposable gloves provided. Shake the spray paint can for at least one minute after rattle is heard (and occasionally during use). Invert can and hold approximately 5 inches above surface to be marked, pressing sprayhead to the side to begin marking. In a series of wide sweeping motions, spray one line at a time using a side to side motion until letters are uniformly covered. Do not spray too much—paint will run under stencil, making the works unreadable.
- ◆ (7) When finished, carefully remove the duct tape and lift the stencil up off the street. Do not leave or remove the traffic cones until the paint is completely dry.
- ◆ Use the cloth rag provided to wipe the wet paint off of the stencil, or wait for paint to dry and gently roll the stencils to chip off the paint.
- ◆ Once finished, make sure all stenciling kit materials are accounted for and back in the kit. Group leader should collect all Data Sheets and properly dispose of all trash/recyclables collected.
- ◆ Group leader should return all stenciling materials and Data Sheets to DRBA.



Thank you!

