

LOVE LEWISHAM MICRO GRANTS

Maintenance Volunteer Sign-Up Form

For volunteers helping to care for a funded local improvement, shared equipment or community space

About this form

Use this form to record volunteers who have agreed to help care for a project after it is delivered. It can be used for planters, planting, artwork, shared equipment or another local improvement that needs regular checking, cleaning, watering, weeding, storage or other agreed care.

This sign-up does not replace any landowner permission, licence, risk assessment or formal maintenance agreement required for the project.

1. Project and maintenance lead

Project name

Application reference number If available

Location of the improvement or equipment

Organisation or resident leading the maintenance

Maintenance lead name

Maintenance lead email and telephone number

Backup contact name and details:

2. What needs to be maintained? Add lines as required.

Item, area or equipment	Maintenance task	How often?	Materials needed	Lead person or rota

What support has been agreed with the Council, landowner or site manager?

For example, permission, a named contact, waste collection, access to water, inspections or no ongoing support.

How long is the maintenance arrangement expected to continue? Give an end date, review date or expected period.

3. Volunteer details

Volunteer's full name

Email address

Telephone number

Emergency contact name and telephone number - Optional. Only provide this if you are comfortable doing so.

Which activities are you willing to help with?

- ☐ Watering
- ☐ Weeding
- ☐ Plant care
- ☐ Cleaning
- ☐ Visual checks or reporting damage
- ☐ Managing or storing shared equipment
- ☐ Helping organise a maintenance rota
- ☐ Bagging agreed green waste
- ☐ Supporting event/s
- ☐ Other – please describe

When are you usually available?

- ☐ Weekday mornings
- ☐ Weekday afternoons
- ☐ Weekday evenings
- ☐ Weekends
- ☐ Flexible / by arrangement

How often could you usually help?

- ☐ Weekly
- ☐ Fortnightly
- ☐ Monthly
- ☐ Seasonally
- ☐ Occasionally / when contacted

4. Volunteer safety and responsibilities

Please confirm each statement before signing.

- ☐ I will carry out only the tasks agreed with the maintenance lead, Council, landowner or site manager.
- ☐ I will follow the project's safety guidance and any relevant risk assessment.
- ☐ I will use suitable personal protective equipment where required.
- ☐ I will use tools safely and return shared equipment in good condition.
- ☐ I will not use powered tools, work at height or undertake another higher-risk task unless this has been specifically authorised and suitably managed.
- ☐ I will report damage, hazards, accidents and near misses promptly to the maintenance lead.
- ☐ I will not make a significant change to the site, item or maintenance arrangement without agreement.
- ☐ I will tell the maintenance lead if I can no longer take part or if my availability changes.

Important

Council insurance does not automatically cover every volunteer activity. Insurance and risk arrangements depend on the project and must be confirmed separately. Only carry out agreed, properly managed activities. Please undertake a risk assessment in advance of carrying out activities

5. Communication and consent

How may the maintenance lead contact you?

- ☐ Email
- ☐ Telephone call
- ☐ Text message
- ☐ WhatsApp or another agreed group messaging service
- ☐ I agree that my contact details may be held by the project or organisation solely to organise the agreed maintenance activity.
- ☐ I understand that I can ask to stop receiving maintenance messages or withdraw from the rota at any time.

Would you be happy to be contacted about other Love Lewisham volunteering opportunities?

- ☐ No
- ☐ Yes – email me

6. Volunteer confirmation

Confirmation

I confirm that the information in this form is accurate and that I understand the agreed maintenance activities and safety expectations. Signing up does not create an employment relationship.

Volunteer name: _____

Signature: _____

Date: _____

Maintenance lead name: _____

Maintenance lead signature: _____

Date: _____

7. If the arrangement changes

If the volunteer can no longer help, the maintenance lead should update the rota and identify an alternative arrangement where needed. Safety concerns, loss of permission or failure to maintain the project may mean that maintenance activity must pause while a new arrangement is agreed.

Need help?

Contact the named maintenance lead first.

For grant-related questions, email community.funding@lewisham.gov.uk