

Goal: In this new era of shared greenhouse (GH) space, all users have access to a safe, fair and equitable GH work environment.

Policy 1: Storage of user supplies

- If a user's supplies won't fit in their bay, assigned closet and cabinets, then those supplies can't be stored anywhere else inside or outside the GH and thus, will need to be relocated.

Policy 2: Headhouse storage, North and South Greenhouses

- More specifically, beyond assigned space, items can't be stored in the headhouse in North and South GHs. These two GHs do not have enough open space to allow for this.

Policy 3: Headhouse storage, Central Greenhouse only

- Only if space is available **and** the items are clean, kept organized and neat, some supplies can be kept in this headhouse on a trial basis (a **conditional** exception to **Policy 1**):
 - * Fertilizers (kept in sealed containers)
 - * Potting supplies (closed media bags/bales & mixing tubs/tables)
 - * Pots & trays (stacked, new or very clean)
 - * Carts (empty; no long-term, unused items stored atop carts)
 - * Tables (no long-term, unused items stored atop tables)
 - * PVC and tubing: new pipe and contained (coiled+tied) rolls
 - * Pallet jack
 - * Appliances (refrigerator/freezer/drying oven)
- If the headhouse trial location does not work out for any reason listed below, then **Policy 1** will apply to the item in question, and the item must be removed (to comply with **Policy 1**):
 - * Still too crowded, cluttered, disorganized, or messy
 - * Not kept clean and neat on a daily basis
 - * Trip or safety hazards are not removed
 - * Restricts access to any part of the GH through any door or entrance
 - * After revisiting issues (such as safety, fair & equitable space availability and access) it is found that these goals are still not being met

Policy 4: Hallways

- For safety, all hallways need to be kept clear of all items.
- **Exception:** easily-moved items such as carts.

Policy 5: Items within a bay

- Users must keep 3 feet of open space along the entire length of the coolpad wall for maintenance and repair access.
- Users must keep 3 feet of open space in front of the exhaust fans for maintenance and repair access; items may be kept against the wall between the fans.
- **Exception:** easily-moved items such as carts.
- Users are expected to maintain a reasonably clean and pest-free GH space. This benefits everyone, especially those who share adjacent space, by reducing the transfer and migration of all pest types.
- In the case of unkempt bays, the GH Manager reserves the right to ask those users to clean and better manage their space. If users need training of any type, the GH Manager will gladly do so.

Policy 6: Maintaining a common work environment

With consideration for fellow users in mind:

- Serious effort should be made to keep the spread of working materials to a reasonable area.
- Serious effort should be made to clean up work materials immediately after that work is finished.
- Should it require multiple days to complete any work, the area should be straightened up before workers leave for the day.
- When finished using any UT work vehicle, park in a designated area (not the GH parking lot).
- Do not spray chemicals before 6:00 pm due to the possibility of exposure to others.
 - Contact the GH Manager prior to spraying for pests the first time so they can be sure that you:
 - Have proper signage, MSDS and application log
 - Know how to turn off fans, etc, or know to arrange for the GH Manager to do that for you

UTIA Greenhouse Manager

Please feel free to contact the GH Manager for any GH-related question or support. This includes, but is not limited to: pest prevention/control/management, plant growth, and the GH environment.

Contact information:

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I certify that I have read and will follow the “UTIA Greenhouse Space Policies”. I certify that my project staff will also read and follow these policies.

Signature, Project Director

Date