

Biology Greenhouse Research Space at Center for Urban Horticulture

Purpose:

During construction of the Life Sciences Complex greenhouse (2016-2018), the Biology department is leasing 1000 square feet of greenhouse space in the Douglas Research Conservatory (DRC) at the Center for Urban Horticulture (CUH). This convenient campus location allows research and teaching faculty and graduate students to continue their work uninterrupted.

The remainder of the Biology Teaching and Research Collections are being housed for free in greenhouse space generously provided by Amazon in Redmond.

Procedure:

To use space in the DRC at CUH, please follow the procedures outlined below.

1. Before research can be conducted at CUH you must first do the following:
 - o Complete and sign the Key Authorization Form
 - o Pay key deposit. Key deposit is payable by cash or check.
 - o Complete the Bench Space Request Form
 - o Sign Policies and Procedure Agreement Form

2. Submit all forms to Jeanette Milne jmilne@uw.edu. You will be contacted by email upon approval.

3. Arrange for orientation and tour of the Douglas Research Conservatory.

4. Receive your greenhouse bench space location.

Keys:

KEY DEPOSIT: CUH charges a \$25 deposit on the first key and a \$10 deposit on each additional key per person. They require deposits from individuals only, for key return accountability. An individual getting all three keys for the DRC and outside nursery (see below) would need to pay a deposit of \$45, which will be reimbursed when the keys are returned. Cash or a check can be made payable to UW Botanic Gardens.

There are 3 keys for the DRC. However, you will not necessarily need all of them. We suggest you get the Exterior Key and the Gate Key.

Keys Include:

- o Douglas Exterior Key (access to the building-east and west doors)
- o Douglas Interior Key (access from the greenhouse to the restrooms without going outside)
- o Gate Key (this key fits the padlocks on the bar gates leading into the parking areas adjacent to the greenhouse as well as the gate leading to the outdoor nursery)



University of Washington
BOTANIC GARDENS

*School of Environmental and Forest Sciences
Box 354115, Seattle, Washington 98195-4115*

KEY DEPOSIT AGREEMENT

Name of key recipient_____

I hereby acknowledge receipt of:

Building name _____ Key nos. _____

Although the key(s) will be in my possession, I understand that they remain the property of the University of Washington Botanic Gardens. I agree not to release them to other persons to use. I further agree not to duplicate them.

I take full responsibility for loss or damage of the key(s) during the time they are in my possession. I understand that I must return a damaged key to the key issuer in order to obtain a replacement. I also understand that I forfeit my initial key deposit if a key is lost or damaged by me and that I must pay a new deposit to obtain a replacement for the lost key.

I understand that failure to return the key upon termination of my current status as an employee/student of the University of Washington will result in forfeiture of my key deposit.

Signature

Date

Address:

Phone: ()

Email:

3/15/16

UW Biology Greenhouse at Center for Urban Horticulture
Rules and Regulations

Biology Greenhouse Staff Roles:

Orientation and tour of the Douglas Research Conservatory.

Key authorization paperwork and delivery.

Coordination with CUH management and staff.

Assign and label bench space.

Procurement of supplies for greenhouse and Biology Department grow rooms (containers, labels, media, etc.).

Routine watering and fertilizing of plants, unless otherwise instructed.

Insect control: standard spraying unless otherwise instructed.

Provide horticultural assistance and/or advice.

If research plants are neglected and become too unmanageable, we will prune, weed, spray, etc. to protect the research of others.

Researcher's Responsibility:

Obey all Douglas Research Conservatory rules. ([link](#))

Immediately report security and facility concerns to David Zuckerman.

Report plant-related concerns to Jeanette Milne or Biology greenhouse staff.

The Douglas Research Conservatory is a locked facility. Doors and gates should always be locked. Protect your valuables.

Label plants with your name and contact information.

Do not bring outside or wild collected plants into the greenhouse without prior approval.

Clean up workspace using brooms and dust pans provided by CUH. Compost unwanted plant material. Store pots, media, tools, and supplies in the headhouse, not on your bench.

Potting, repotting, pruning, and disposal of plants is researcher's responsibility. Greenhouse staff may assist with potting tasks if given advance notice and time is available.

If you need to extend your end date, please provide at least 2 weeks advance notice.

Return keys at completion of project for deposit refund.

I have read and agree to comply with the regulations outlined above.

Signature

Date

7/31/16

Greenhouse Bench Space Request @ Center for Urban Horticulture

CONTACT

Faculty email cell phone

Student(s) email cell phone
/ Staff

email cell phone

PROJECT TITLE

Plant Species:

Please attach Project description:

RESEARCH SUPPORT NEEDS

Start Date End Date Benches needed

Experience: Have you conducted research in a greenhouse before? Y N

Have you conducted this or a similar experiment before? Y N

Watering: Watered by greenhouse staff? Y N

Fertilized water? Y N

Special fertilizer requirements, if any

SUPPLY NEEDS

MEDIA:

Sunshine #3

Sunshine #4

Vermiculite

Pumice

Perlite

CONTAINER:

Pots- size # ea

Tray-Drainage? Y N

Inserts-# of cells

OTHER:

Labels-# ea

Osmocote