

# Douglas Research Conservatory (DRC) at Center for Urban Horticulture (CUH) Information:

## Location and transportation options:

<http://depts.washington.edu/uwbg/visit/directions.shtml>

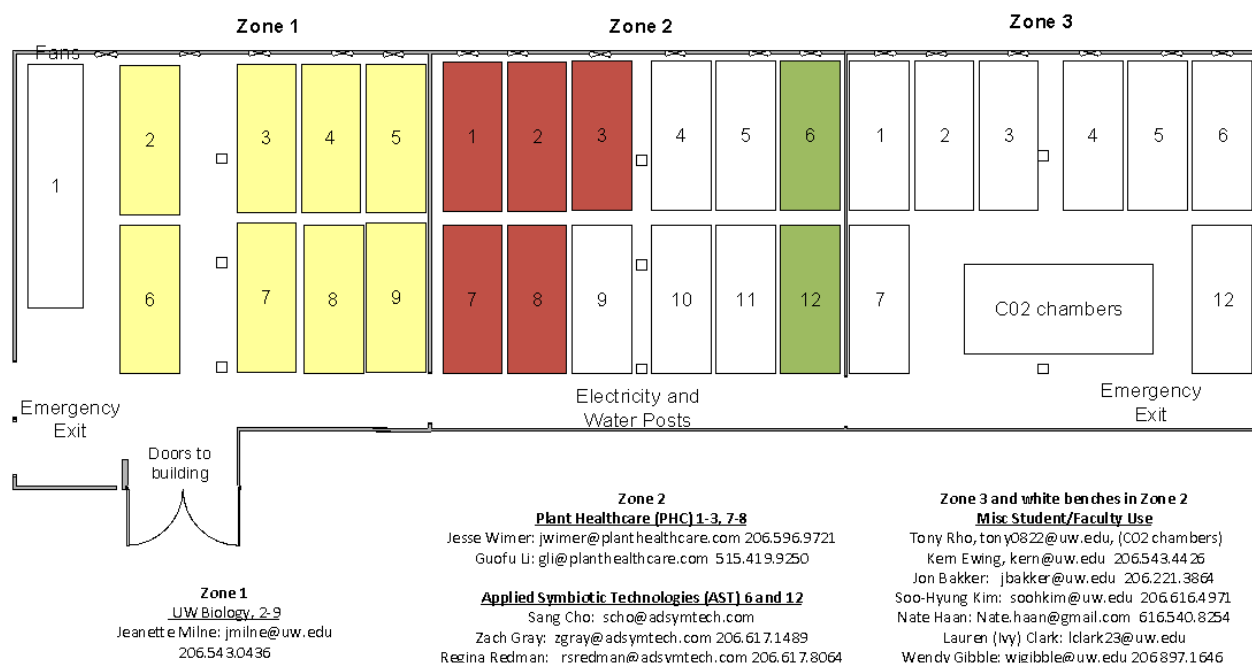
## Greenhouse Layout:

### UWBG Greenhouse Layout Zone 1, 2 & 3 4.1.16

#### UW Contacts:

David Zuckerman:	dzman@uw.edu	206.543.8008	Climate Control Issues/Safety
Zac Mallon:	zmallon@gmail.com	617.455.1177	Weekend Watering, Student and Faculty Use
Maureen Black:	mblack6@uw.edu	206.617.7800	Building/Facility Issues
Bryan Pilkington:	bryanp4@uw.edu	206.616.3994	Billing for renters
Annie Bilotta:	anniebp@uw.edu	206.897.1642	Pest Problems

AFTER HOURS UW EMERGENCY MAINTENANCE: 543-9331



## Keys:

Keys are \$25.00 for the first key and \$10 each additional. You will need two (greenhouse and gate). A check made out to UW Botanic Gardens for \$35.00 (or cash), along with the signed form can be left in greenhouse mailbox, attention Jeanette Milne. CUH will fill in the key nos. on the form. Greenhouse staff will pick up the keys and get them to you.

**Key authorization form:**

*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:

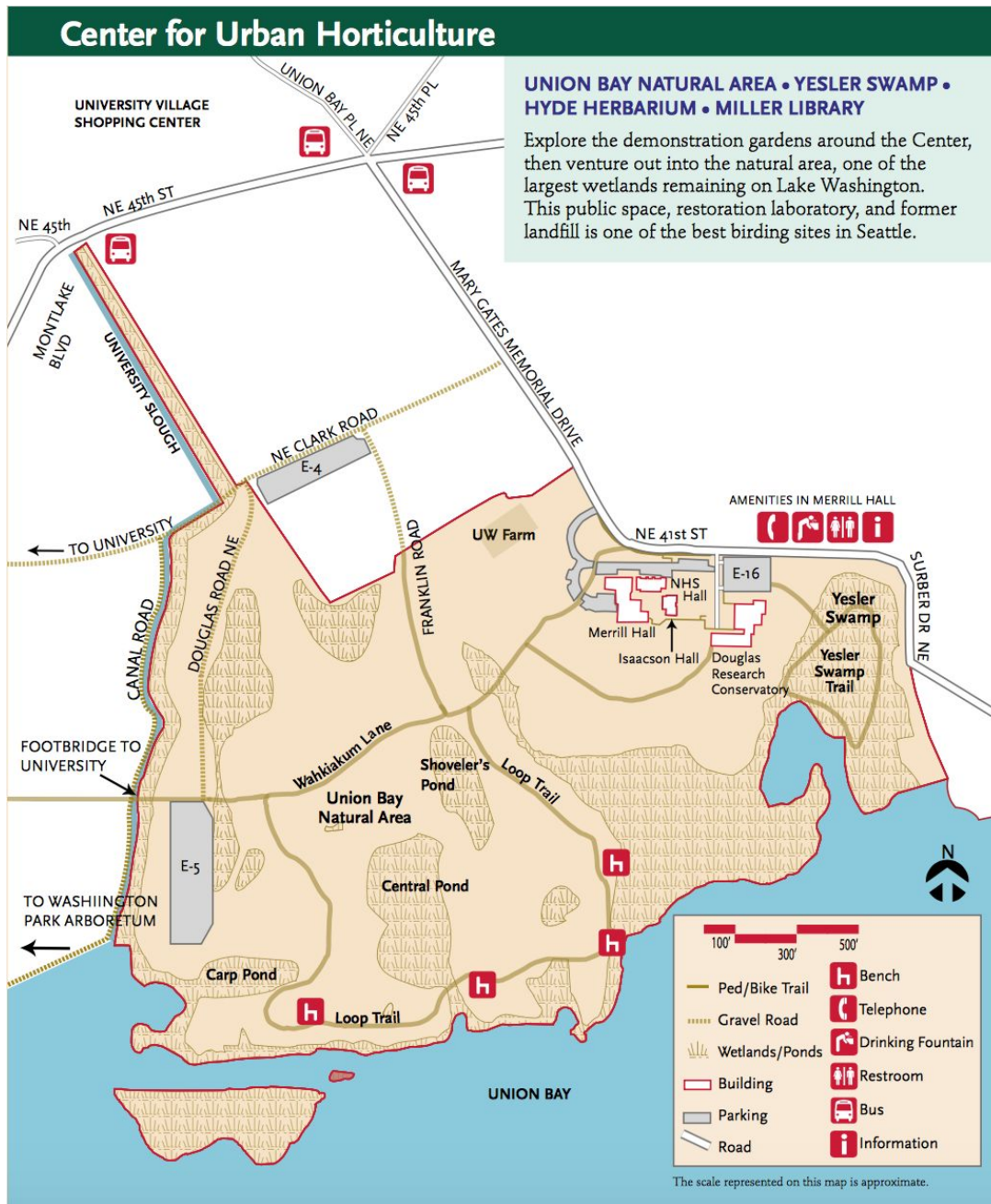
## CUH/UW Biology Lease Procedures and Policy--required reading:

### Addendum B

### Rules and Regulations for Greenhouse

The UW Botanic Gardens offers the Douglas Conservatory and Research Grounds for use by UW staff and students as well as non-UW growers.

1. Plants from outdoors, laboratories, other greenhouses or any other locations may not be brought into the greenhouse or growth chambers without inspection and permission from Greenhouse Management. Non-research plant materials cannot be grown in this facility.
2. No one is to change, reprogram or turn on and off any equipment, computer panels, or circuit breakers. Personal safety can be at risk and serious damage can occur to equipment and research projects if controls are tampered with. NOTE: All climate control systems are pre-set. If you have questions or need data history reports, please contact greenhouse manager [dzman@uw.edu](mailto:dzman@uw.edu).
3. The greenhouse is considered a laboratory and proper lab safety should be followed at all times. Open toe shoes and sandals cannot be worn in the greenhouse.
4. Make sure that doors to greenhouse zones are closed at all times. Proper heating or cooling will not occur if they are open. Open doors also allow insects to enter your greenhouse. Due to the negative pressure created by the cooling fans, make sure doors are latched to prevent accidental opening.
5. Do not block or stack materials in front of intake vents in greenhouse zones. The vents can be damaged and uneven cooling will occur.
6. To avoid the clogging of drains and dirt build up in the greenhouse all potting is to be performed in the headhouse work area. Please clean up all refuse from potting.
7. To reduce the possibility of water hoses bursting and flooding the greenhouse turn faucet valve off after use and return hose to holder.
8. Carts should be promptly returned to the greenhouse entrance when not in use. Return other borrowed equipment to proper locations.
9. Avoid getting growth lamps wet when watering or spraying especially when lamps are on. Due to the high temperature of the lamps avoid letting plants grow within 2 feet of lamps.
10. Discarded potting soil should be put directly into the garbage dumpster outside building or consult greenhouse management about possible recycling of soil.
11. For safety reasons, make sure exit doors of greenhouse/headhouse are locked after entering or exiting building.
12. Confirm watering and growing medium requirements: [jmilne@uw.edu](mailto:jmilne@uw.edu)
13. Report any pest problems to IPM Staff: [dzman@uw.edu](mailto:dzman@uw.edu) or [jmilne@uw.edu](mailto:jmilne@uw.edu) or [anniebp@uw.edu](mailto:anniebp@uw.edu)
14. Move in and identify your space with labels provided
15. Clean up the potting counter, floor and sink area as a courtesy to others
16. DO NOT water or rearrange anyone else's plants
17. If you see anything broken or in need of repair please report to [dzman@uw.edu](mailto:dzman@uw.edu) as soon as possible



### Additional Misc. Information:

Inside H20 temp is tempered, approximately 70F. Exterior is not, water straight from the city.

Nearby weather Station is part of WSU AgWeatherNet (<http://weather.wsu.edu>). Center for Urban Horticulture is station # 68 on the map.

Zone 1 temperature range is 72-76 F. Energy curtain closes at 85F.