



# DC Smith Instructional Greenhouse

## Space Request Form

Semester \_\_\_\_\_

Course Title and Description: \_\_\_\_\_

\_\_\_\_\_

Instructor(s) \_\_\_\_\_ e-mail: \_\_\_\_\_

TA(s) \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_

### Project Support Needs

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Benches Needed \_\_\_\_\_

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Special Supplies or Equipment Required: \_\_\_\_\_

\_\_\_\_\_

### Crop Requirements

Temperature \_\_\_\_\_

Lighting \_\_\_\_\_

Can conventional pest control be used? \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_

\_\_\_\_\_

### Project Approvals

Instructor \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Greenhouse Manager \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Johanna Oosterwyk, D.C. Smith Greenhouse, 465 Babcock Drive, Room 102



# DC Smith Greenhouse



## Services and User Responsibilities

### Greenhouse Services

- Program and monitor greenhouse environmental controls
- Assign and coordinate greenhouse and lab space based on priorities described in greenhouse policies and procedures
- Enforce greenhouse policies
- Maintain a safe and respectful environment
  - Conduct WPS training
  - Maintain locks and keys
- Pest Scouting and IPM-based Pest Control
- Provide growing supplies
  - Containers and labels
  - Prepared media
- Greenhouse staff may be available to assist with watering, fertilizing and pot washing upon request
- Maintain facility and greenhouse equipment

### User Responsibilities

- Communicate needs to staff
  - Space
  - Scheduling
  - Cultural requirements
- Learn greenhouse policies
- Maintain a safe and respectful environment
  - Obey all WPS regulations
  - Keep doors locked after hours
  - Respect all users, staff and visitors
- Promptly report all concerns related to
  - Facility & equipment
  - Security
  - Plant related
- Clean up work space and greenhouse, discard waste