

GREENHOUSE POLICY AND WASH BASIN RULES

Overview of Greenhouse Policies

All users are expected to observe good housekeeping rules by returning equipment and unused supplies to their designated storage areas and by cooperating in keeping the facilities clean and orderly.

- Closed-toed shoes must be worn.
- Major campaigns of packing of plastic pots with soil should only occur outside in the gated compound near the soil bins.
- No smoking, or food and drinks is/are allowed in any area of the Greenhouse.
- Clean sinks after each use and limit the amount of soil going down drains.
- Floors and benches should be clean during and after termination of experiments.
- Do not use greenhouse space for the rearing or housing of personal plants.
- Do not touch any of the controls on the control panel in the head house. Contact the SEB Support Staff for any changes that need to be made.
- Bay doors should be kept closed at all times.
- Bay floors should be swept and clean at all times.
- All watering hoses in each bay should be kept rolled up.
- Make sure to avoid putting plant material, containers, or tools on the floor or other "contaminated" surface.

Be considerate to other greenhouse users by:

- Informing all other greenhouse users if you are bringing in diseased plants, or insect infested plants (intentionally or unintentionally). Also, you must control the disease and insects at all times.
- Obtaining initial approval by all users if you are growing plants or designing an experiment that will block light from striking the interior bays.
- If you are applying any pesticides, you must first notify all users before any application occurs.
- Report all insect and disease problems to the SEB Support Staff immediately.
- Only use sterile scoops, dustpans, and brushes on bench surfaces.
- All users must directly contact the owner of equipment accessible for use in the head house before using.
- Greenhouse facility users should leave the greenhouse and head house as clean or cleaner than they found it.

Greenhouse Wash Basin Rules

The wash station is a communal area for all Greenhouse users. It is important to clean up after yourself in order to preserve the wash station and provide unobstructed use for other users. Please complete the following tasks as you finish your work at the Wash Station:

- Maintain good housekeeping around the basin
- Do not leave items or trash in the sink
- Rinse the sink to clean and wash away any debris
- Wipe down the counters with a damp paper towel or sponge
- Only leave community items on the countertop, i.e. soap, sponge, brush, etc.
- Do not store items at the wash station that are not used on a regular basis
- Confirm that the wash station is in the same or better condition than when your work began.

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