



## 2014 ORIENTATION GUIDE

I N G L E W O O D C O M M U N I T Y G A R D E N

## 2014 NEW GARDENER ORIENTATION and SAFETY INTRODUCTION

Welcome to your Garden Community!

### 1. Locks

1. Combination locks – Demonstration
2. Securing the Garden perimeter is a priority
3. Combination locks secure all of the gates into the garden
4. Combination locks also secure the Plot Rental Garden Tool Shed, the Communal Garden Shed and the Port-a-Potty
5. The combination is the same for all these locks, it is: **0000**
6. If a combination lock on a gate fails to lock, please replace it with the spare hanging on the wall to the right of the door as you enter the Plot Rental Garden Tool Shed by the main (East) gate
7. The email address of the maintenance crew is posted on the Bulletin Board on the West side of the Plot Rental Garden Tool Shed: please send them an email to let them know that a lock has failed and that you left it in the shed:

Kurt Fisher, Maintenance

[maintainance@inglewoodcommunitygarden.ca](mailto:maintainance@inglewoodcommunitygarden.ca)

### 2. The Garden

1. The Plot Rental Garden is where we are standing
2. The Communal Garden is just along this way...
3. There are four gates into the garden; two people gates and two vehicle gates
4. There is a person gate and vehicle gate on the East side ~ please do not park in front of the vehicle gate unless you are just unloading supplies to wheel barrow into the garden
5. There is a person gate at the North-west corner of the Plot Rental Garden and another vehicle gate about half way down the West side fence.

### 3. The Plot Rental Garden Tool Shed

1. First Aid Kit and Fire Extinguisher
2. NOTE: There is **NO** epinephrine injector in the First Aid Kit
3. The Plot Rental Shed stores gardening tools, twine, some work gloves, garbage bags, etc
4. Bulletin Board on the west side of the shed
5. One of the two Volunteer Log Books

## 4. Emergencies

1. The Garden's street address: **2297 – 17th Street S.E.**
2. In case you can't remember that you will find it posted:
  - above the door to the Plot Rental Garden Tool Shed
  - on the Bulletin Board on the west side of the Plot Rental Garden Tool Shed
3. First Aid Kits and Fire Extinguishers:
  - One First Aid Kit and one Fire Extinguisher are located the Plot Rental Garden Tool Shed and
  - One First Aid Kit and one Fire Extinguisher are located in the Communal Garden shed

## 5. Well-Being in the Garden

1. Do not rely on the First Aid Kit for a sense of security, rely on your common sense
2. When you are working in the Garden the following will help ensure a pleasurable visit to the Garden as opposed to a pleasurable visit to Emergency Care:
  - Proper clothing: sandals and open-toed shoes are a hazard when working in the Garden
  - Pay attention to the weather
  - Make certain to drink enough fluids
  - Be knowledgeable about the use of the tools
  - Exercise appropriate limits to physical activity

In the event of a non-emergency illness or injury please note that printed maps including driving directions to the following locations are stored in both Volunteer Log Books

Nearest Emergency Treatment Centre: **Sheldon M. Shumir Centre**  
1213 – 4 Street SW ~ approximately 4.6 km, 8 minutes by car

Nearest Pharmacy: **Marshall Drug Store**  
1231 – 9 Avenue SE ~ approximately 1.6 km, 3 minutes by car

## 6. Compost Bins

1. At this time, the compost being produced by the in-garden Compost Program is dedicated to the Communal Garden, hopefully further development of this activity will increase the amounts sufficiently to make it more widely available
2. Compost Drop-off
3. The 2014 **Never Compost This** list is posted on the bulletin board and beside the Compost Drop Off bins, please consult it if you are in any doubt

## 7. Water Usage

1. Remember to turn off the nozzle before turning on the water – Demonstration
2. How to turn off the water in the Garden in an emergency
3. Please roll up the hose after you have finished with it, unless another gardener has asked for its use
4. Trick to rolling up the hose: Leave the nozzle on a trickle and turn off the water at the tap first...then the hose is more flexible

## 8. Security and Housekeeping

1. Front and Back Gates: if you are the second to last person to leave the Garden, let the last gardener know that you are leaving and that they will be on their own
2. If you are the last gardener to leave the Garden, make sure the gates are locked
3. Pets on a leash are allowed (Deposits must be picked up and taken out of the Garden for disposal)
4. Children must be supervised at all times
5. Rocks need to be put in the 'rock boat' by the Plot Rental Garden Tool Shed

## 9. Maintenance of your plot

1. If the grass is getting too long – use the shears in the Plot Rental Garden Tool Shed to clip around your plot
2. After clipping ensure there is nothing that could get caught in the weed whacker – potentially very dangerous
3. Remove weeds, **especially** before they go to seed – weeds must be removed from the Garden
4. There is no garbage pick-up in the Garden; anything that cannot be composted should be removed from the Garden
5. No plastic twine should be used to tie up anything, it is dangerous for weed whackers and lawn mowers and ends up in compost: Please use sisal or other organic twine
6. Do not use the frame of your plot for leverage when using a shovel or spade as it stresses and weakens the frame

## 10. Liability

1. If a friend or family member is assisting you with your garden plot and you are gardening with them, you are responsible for ensuring their safety
2. If your friend or family member wants to work on your plot in the Garden **without you**, they will need to have an Orientation session and to sign a Liability Waiver
3. Orientations are easy (after all you have almost survived this one!). They can be conducted in a few minutes and make for a nice break as you stroll around the Garden with your friend / family member
  - Pick up a copy of the Orientation Script from the PG tool shed – middle shelf on the right as you enter
  - Page by page point out the features of the Garden to your friend/family member
  - Once you have conducted the Orientation please have your friend/family member complete and sign a Liability Waiver which can be found in a sleeve in the Orientation Script Binder

## 11. Contribution Hours

1. Please ensure that you have completed 7 hours more than the amount of harvest you have collected in 2014 in order to maintain your Garden Membership
2. You can see what there is to done in the garden by visiting

Information on the ICG website

[inglewoodcommunitygarden.ca/volunteer](http://inglewoodcommunitygarden.ca/volunteer)

Open PDF File from ICG website

[2014 Contribution Hours Sign Up Sheets](#)

Pauline Davies, Volunteer Director

[volunteer@inglewoodcommunitygarden.ca](mailto:volunteer@inglewoodcommunitygarden.ca)

3. Note: the 7 hour contribution is on a **per plot** basis not on a per gardener basis

4. Recording your contribution hours is easy:

- you can enter them onto your sheet in the log books kept in both the Plot Rental Garden and Communal Garden sheds

Open page in 2014 Garden Guide

[Garden Guide/Appendix 02:Volunteer Log Recording](#)

- you can submit them by emailing

Email contributed hours to

[data@inglewoodcommunitygarden.ca](mailto:data@inglewoodcommunitygarden.ca)

## 12. Harvest

1. You may start earning 1 lb [454 grams] of produce for each Contribution Hour at any time of the year
2. You may start harvesting produce as soon as scheduled harvesting begins – you do not have to record a minimum number of hours first
3. However, by the end of the season you must have recorded 7 more hours than the number of pounds of produce you have harvested (in order to maintain your Garden Membership)
4. At the beginning of the Harvesting Season (July-ish) you will be able to pick up your “Veggie Payback” on Tuesdays from 6 pm to 8 pm and on Saturdays from 10 am to 2 pm
5. As the season progresses, you will be able to collect your “Veggie Payback” at a time of your convenience

## 13. Wrap Up

1. Questions
2. Comments, ideas, suggestions
3. Find your plot

## 14. Further information

1. All the information presented in this orientation and safety introduction is contained in the **2014 Orientation Guide**.
2. More detail can be found in the **2014 Garden Guide**.

Both these documents, in PDF format, can be found online at the website

Open the 2014 Garden Guide PDF

[2014 ICG Garden Guide](#)

Open the 2014 Orientation Guide PDF

[2014 ICG Orientation Guide](#)

3. Printed copies of both these documents may also be found in the Plot Rental Garden Tool shed
4. Please do not remove the printed copies from the Garden
5. Finally, you can always simply email a question to us...

Ask a question

[info@inglewoodcommunitygarden.ca](mailto:info@inglewoodcommunitygarden.ca)