



SHED STEWARD RESPONSIBILITIES

The main responsibility is the care and oversight of garden resources. This includes organizing and inventorying the community tool shed each spring; cleaning the shed each month; replacing garden locks if they go missing; making minor repairs and sharpening tools; removing graffiti or contacting the authorities to do so; and weeding the area around of the community tool shed. If you are unable to complete these responsibilities, please contact your WCG Garden Manager.

Organizing and Inventorying the Garden Shed

The shed and its contents are utilized by dozens of people, so it can quickly become disorganized. In the springtime, all trellising materials stored in and around the shed should be claimed by their owners by April 15th. Any trellising material left after that time is up for grabs by anyone. After May 1st, you should recycle or dispose of it.

Prior to May 1st, please organize the shed contents by hanging tools and placing similar objects together. If you need to build additional racking/shelving contact your WCG Garden Manager for permission. Remove any trash, and collect objects in a pile that are of questionable utility or are obviously personal items. You can then email the listserv asking gardeners to claim them by a certain date, after which you can recycle or dispose of them.

Ensure that the shed bulletin board includes all the necessary materials such as the Garden Service Log, Garden Service Opportunity List, Irrigation Schedule Log, Theft Incident Log, WCG Workshop Schedule, Garden Service Role List, etc.

Then inventory the number of the following working tools to the WCG Garden Manager:

- Shovels: Spade, flat, and other
- Rakes: Garden, and other
- Forks: Digging, and other
- Hoes: Stirrup, and other
- Hand Tools: Trowels, hand pruners, branch loppers, shears
- Other: Watering cans, wheel barrows, brooms, and any other useful tools such as post hole diggers, T-post pounders, mallets, tool sharpener, etc
- Also, the shed should be stocked with a first aid kit and hazardous material kit (bin, grabber, trash bags, sanitizer).

Damaged tools can often be fixed easily. For example, broken handles can be replaced with new handles, which are then be re-bolted into the metal sleeve of the tool. With WCG Garden Manager approval, you may purchase such parts for repair. Save the receipt and provide it to the garden Treasurer for reimbursement). Tools with cutting edges, such as pruners, shears, and hoes, should be sharpened.

Shed Maintenance Throughout the Year

Please visit the shed at least twice per month to tidy up inside and clean up and weed outside of the shed. Check the garbage cans and wheel them out to be picked up, if applicable. Other responsibilities may arise from time to time, such as replacing lost locks (again, get WCG Garden Manager permission before making purchases and save your receipts for reimbursement), painting over graffiti or contacting the authorities to do so, or making small repairs and modifications of the shed itself.