

## DIG it Kingman Community Gardens-Garden Monitor Duties

- **Keys**
  - Unlock the gate if no one has already arrived before you and opened up.
  - Make sure to lock the gate if you are the last to leave.
- **Sign in at the start of your shift. Sign out at the end of your shift.**
- **Greeting**
  - Greet garden bed lessees and the public as they come into the garden. Identify yourself as a DIG it garden monitor.
- **Inspect the garden beds for:**
  - Insect damage
  - Disease
    - Note1: the first step in correctly identifying insect damage or plant disease is to know what a healthy plant specimen should look like
    - Note 2: If you are not familiar with the disease or insect damage, contact one of the Master Gardeners on the steering committee. They are listed under Contact us on the website. Worst case scenario, call the County Extension office at (928) 753 3788 and place a Call in, or fill out a plant/insect id form and get it to the Extension office. A Master Gardener will get back to you.
  - Over or under watering
  - Weeds
- **Garden Flags-to be demonstrated and discussed**
  - Place a garden flag on the affected bed near the problem area. The different colored flags indicate different conditions. For example, yellow means insect damage (see the book in the monitor shed).
- **Contact the garden bed lessee**
  - Call the garden bed lessee (phone numbers are in the book in the monitor shed) and explain to them the problem you have noticed. Help them with remedial strategies if you know them.
- **Make notes in the Garden Monitor notes book**
  - Go to the page number that has the garden bed number of concern.
    - Note the date that you contacted the owner, or the message you left regarding their garden bed.
  - If you are unable to reach the garden bed lessee, leave a voice message about what the problem is and what suggested corrective action should be taken. Then leave a note for the next monitor that they must follow up again with the lessee.
  - If the garden bed lessee never responds, we will have to take care of the problem, especially overwatering.
- **Make sure walkways and paths are free of tools or debris**
- **Make sure tools are put back in the garden storage area**

Training sessions will be held periodically to keep the garden monitors up to date on insects and disease. **Not all of the above duties will be required every time you monitor.**