



Volunteer & Staff Instructions For Numbering Garden Beds

We want everyone in the garden and the community to feel a sense of pride in the aesthetics of and around the garden! We also want gardeners to be able to easily identify which bed is theirs. Below, find the materials, locations, and protocol for numbering garden beds in the GVI network.

If you have any questions or concerns, reach out to the GVI program manager or supervisor you are working with.. Be safe and have fun!

Materials Needed:	Where to Find Them:
<input type="checkbox"/> Gloves	
<input type="checkbox"/> Mask that covers nose and mouth	
<input type="checkbox"/> Eye protection - goggles or glasses	
<input type="checkbox"/> Spray paint	
<input type="checkbox"/> Stencils - Numbers 0 - 9	
<input type="checkbox"/> Map of each garden you are working at with the corresponding bed numbers listed	
<input type="checkbox"/> Volunteer to assist	

Safety First

Inhaling spray paint is extremely dangerous. Only adults and supervised youth should use spray paint, and always with hand, eye, and face protection to limit inhalation and exposure. Please stop using spray paint if you become dizzy or feel unwell, and get medical help immediately if needed.

Be aware of your surroundings, where wind is blowing and who might be around you at all times while Numbering Beds. It is important that others in the area are aware of what you are doing and have safety masks, goggles and gloves if within six feet of your task.



How To

- Organize your items - be sure you have everything from the list above and your safety equipment is comfortable.
- Double-check the map to be certain you will be painting the correct numbers on the correct beds, based on the GVI map provided by staff.
- Where to paint is important
 - Beds should have their number painted twice on their wood, in the center of the plank from the top and bottom, 1-2” from the ground, and 1-2” from the top.
 - Numbers should be painted: on the front of the bed at the corner closest to the main pathway of the garden, again on the closest small side of that bed.
 - Numbers should be as straight-aligned with the top of bed as possible. Please see the picture below for an example.

Protocols

Before	During	During Cont.	After
<p>Schedule to do this task on a day when wood is dry - at least 2 days after last rainfall</p> <p>Gather all materials needed</p> <p>Make sure you have a first aid kit in your car</p> <p>Secure safety protection on yourself, helpers, and communicate with anyone nearby to find out if they will be in the area and if they also need protection</p> <p>Volunteers with you should sign the sign in sheet and any other documents needed.</p>	<p>Make sure everyone helping you is aware of which numbers need to be assigned to each Garden bed.</p> <p>Use one gloved hand to hold the stencil firmly in place, pressed hard against the wood to prevent “bleeding” of numbers</p> <p>Use your other gloved hand to hold spray paint level and spray the can just at the stenciled number.</p>	<p>Dress weather appropriately*</p> <p>Stay hydrated!</p>	<p>Make sure all supplies are packed back up to take back to the office</p> <p>Lock the gate of the garden</p> <p>Email a picture of the volunteer sheet to communitygardens@govi.org</p>

Double check the GVI map			
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