

Weekly Chores Checklist

To be done at least once during the assigned week, plus putting out trash and recycling on Sunday evening.

1. Sweep clean the paved central fountain area. If there is standing water around the drain, sweep it into the storm drain.
2. Clean potting area bench and sweep/tidy up under the bench.
3. Return watering cans to area under potting bench after cleaning area.
4. Fill the cistern if needed and skim debris from cistern water. Please note that the valve should be both opened and closed SLOWLY to prevent sudden back pressure and damage to the system. Furthermore, it is never necessary to fully open the valve to fill the cistern.
5. Pick up debris in Parkside Plantings and surrounding area near garden gates and dispose in garden's trash.
6. Remove trash bags from the cans when they are $\frac{3}{4}$ filled. Tightly secure the tops of the bags and store them next to the water fountain (northeast side of potting bench/compost bin) until evening before trash day.
7. Put all trash and recycling at 25th Street curb on Sunday evening after 5 pm (or Monday evening if Monday is a holiday) per city trash collection schedule.
8. Clean and rinse trash cans over storm drain (as necessary) before re-lining with fresh trash can liners. Place extra liners in bottom of cans to facilitate frequent replacement by gardeners.
9. Neatly store the wagons by upending them (see posted photo) in a row against the outside wall of the northwest compost bin (just right of the water fountain).
10. Make sure the tool shed is left in a neat and orderly fashion. Sweep out as necessary, but at least once.
11. **IMPORTANT:** Let the Garden Steering Committee know if new trash can liners or other supplies are needed, or if anything needs repair or attention in the garden: steering@srpcg.org .