



Space and Service Request Form

Please return this form and an Environmental Programming Form
 2 weeks prior to project start date (6 weeks if materials need ordering) to:
 Joan Leonard, 500 Aronoff Lab, 318 W. 12th Avenue. For questions call 292-7904 or email leonard.4@osu.edu

Name of Responsible Party: _____ Today's Date: _____
 Department: _____ Phone: _____ e-mail: _____
 Office: _____ Faculty Advisor: _____

Chart Field or OSURF# (**required**):
 ORG _____ FUND _____ ACCOUNT _____ PROJECT _____ User Defined _____

I understand that I will be responsible for charges of the actual space occupied during the course of this project.

_____ date: _____
 signature of faculty person responsible

_____ date: _____
 signature of administrative department

Project Start Date: (Please give the courtesy of 2 weeks notice.) _____

Project Completion Date: (Users **MUST** fill in a date.) _____

Space Requested: (Sq. Ft.): _____ on Benches Floor Space Outside Patio Space

Organism(s): _____

- Check here if using GMOs Please note this facility is Biosafety Level BL1-P.
 Extra training in greenhouse procedures for GMO handling may be required for your project.

Project Description: (summary for use in communications) _____

Research Course (#) _____ Other (explain) _____

For Greenhouse Staff Use: **Received Date:** _____

Room Assignment: _____

WPS Training Completed: (date): _____

Continue on reverse side. Both sides of this form must be completed.

Watering: Researchers are responsible for the daily watering of their projects. Greenhouse staff will provide watering services on weekends and holidays and during researcher absences. Requests for watering during researcher absences must be made in writing and include detailed instructions.

*If you desire weekend/holiday watering services please list detailed instructions below:

Fertilization: There are fertilizer hookups located at the front of each room so researchers may select fertilization frequency during the week. The fertilizer used is Peter's Professional 20-10-20 (or comparable) proportioned to deliver approx. 200 PPM (N).

*Please indicate if you desire greenhouse staff to provide fertilization on weekends and holidays:

Yes No

Insect and Disease Control: Applications of pesticides are made to projects with the consent of the researcher/instructor. All persons working in a research greenhouse are required by the EPA to be trained in pesticide safety. Please indicate your project requirements below:

- Use Insecticides/Fungicides with a 12 hour (or less) REI
- Use any Insecticide/Fungicide regardless of REI
- Do Not Use Insecticides/Fungicides
- Use Integrated Pest Management Practices (Not compatible with some chemicals)
- Do Not Use Insecticides
- Do Not Use Fungicides

Planting Medium: The greenhouse has available soilless media and a variety of amendments. Please indicate below the medium required for your project.

Amount of medium required (cu.ft.): _____ Date required (if before project start date): _____

Brand name of mix (if prepackaged): _____

If medium is customized, list components and ratios:

Containers: There are a large variety of used, clean pots and flats available to researchers. Please indicate the quantity and size needed so greenhouse staff can check inventory and availability of requested containers. If your project requires new pots or flats, or there are no used ones available, a 6-week notice is needed for ordering.

Quantity: _____ Size: _____

Labels: Quantity: _____ Size: _____ Color: _____

Additional Services or Materials Requested: If your project requires a service or material not listed on this form, please list below what is needed. Greenhouse staff will contact you regarding your request prior to the project start date.