

GrowBoston Raised Bed Site Visit Checklist

Raised Bed Recipient Name _____

Address _____

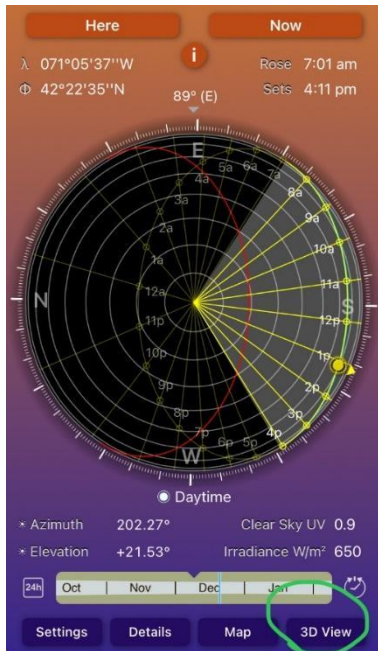
Date _____

- ☐ Greet raised bed recipients and introduce yourself. Ensure you have received their signed landlord agreement (if they are a renter).
- ☐ Ask them to show you where they would like their garden to be installed.
- ☐ Ensure they have a reliable water source (ideally a hose and outdoor spigot)
- ☐ Check out proposed location to make sure it is level
 - ☐ If it is not level, talk with resident to find a new location
 - ☐ Any ground preparation needed? _____
- ☐ Ask residents if rainwater tends to pool or collect there – we do not want the bed to rot.
 - ☐ If it is a wet area, talk with resident to find a new location
- ☐ Check sunlight to make sure there are 6+ hours of summer using **Sun Seeker app**
 - ☐ If location doesn't have enough sunlight, talk with resident to find a new location

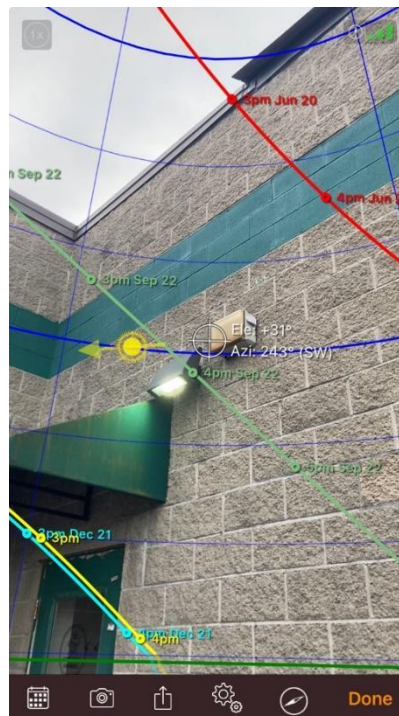
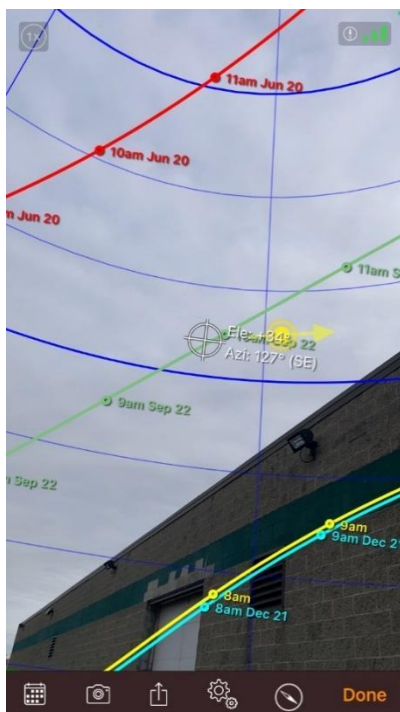
Note: It is possible there is no suitable location for a raised bed, in which case you can tell the resident to reach out to The Office of Food Justice.
- ☐ For public facilities - confirm that they have a space for one wheelchair accessible bed. This requires a paved path leading up to the bed.
- ☐ Put flags in the ground for resident to see how the 4' x 8' bed will look
- ☐ Show resident flagged bed location and ask if they approve the location
- ☐ Take photo of location with flags and save on file for installation date
- ☐ Note any special considerations for installation (parking situation, any obstacles/challenges) _____
- ☐ Schedule installation date: _____

Sun Seeker App Instructions

- Open Sun Seeker app
- Click the '3D View' button



- Point your phone or iPad into the sky to see where the four solstice paths are. Start at 8am and pan over to 7pm



- The red line is for summer, the green line is for fall, the blue line is for winter, and the yellow line is for spring. Focus on the red line and make sure there are 6+ hours of sunlight available.

Most crops require at least 6 hours of sun, but some low-light crops can succeed with slightly less.

GrowBoston Raised Bed Installation Checklist

Raised Bed Recipient Name _____

Address _____

Date _____

- ☐ Greet raised bed recipient (if present)
- ☐ Install raised bed frame
- ☐ Line raised bed with heavy duty landscape fabric
- ☐ Fill with soil
- ☐ Clean up any tools or materials
- ☐ Take photo of resident with their new bed and upload to photos folder (if resident gives their permission and is home)
- ☐ Follow up communication with resident:
 - ☐ Provide your own square foot gardening guide, or you can direct people to [The Food Project's Growing Guide](#) (pages 10-16). Please include a link to [GrowBoston tip sheets](#) as well.
 - ☐ Send out GrowBoston's optional [demographic survey](#). See translated versions [here](#).
 - ☐ Communicate with recipients about how they will receive their 12 seedlings from you
 - ☐ Please share the [Urban Agriculture Ambassador flyer](#) so that residents in our four priority neighborhoods can receive ongoing educational support

Note: Feel free to send these items out in a bulk email and bcc recipients after people receive their garden bed.