

Potting Up Day Checklist

Potting Mix

Read the label and be aware about Legionnaires disease. Cover cuts, wear gloves. Wear mask or avoid this task if you have airway health issues. Don't let potting mix become dry/dusty, damp it down gently if needed. Be careful to avoid breathing airborne potting mix dust. If you take a break, cover soil with plastic so it stays damp.

Crates

- Use the milk crates TfS provides (*no aliens!*).
- Check you have 20 planter bags per crate (4 x 5).
- Load crates into shade house with two rows one way round, the other one the other way, so you fit as many as possible in there. Once shade house is totally full of plants, stop bagging and tell your Facilitator!
- Label your crates with the plant species

Planter Bags (PBs)

- Use the planter bags TfS provides. Use the old bags before new bags. These are made especially for TfS, a tall version of PB $\frac{3}{4}$. No other PB sizes to be used (*no aliens*)
- Fill the bottom of the bag properly. Tap the base on the bench to settle soil down in bag (*no baggy trousers! Do NOT thump the top of the bag to pack it in tightly.*)
- Fill the bag right up to the top, (*no low tides!*) it will subside a bit once watered.

Planting your TfS Seedlings

- Make sure your seedlings in plug trays have had a drink and are not dry.
- Make hole in soil in top of each filled bag. If soil is damp it will stay open which makes it easier to plant.
- Carefully lift seedling out of plug tray (*don't break the tray, we recycle them*).
- If any moss is growing with the seedling, remove moss and throw it away.
- Hold seedling by its leaves, lower seedling into hole, and firm it into place, at the same depth it was before (*seedling should not be buried too deep right up to its neck, or it will rot!*).
- Check no roots are visible on soil surface, and it is standing upright not leaning (*tuck your baby into bed gently but firmly*).
- If you have two plants in the same plug, leave them together (*don't split up the twins*).
- You should have all the same plant species in the same crate (*no aliens!*). If you need more of a species to fill a crate then CAREFULLY split up enough twins to finish off that ONE crate. Teacher to supervise this.
- If you take a break, don't leave any plants' roots uncovered in the hot sun.

Watering

- **Give your baby seedlings a really good drink as soon as possible after bagging them up.**
- Load them into the shade house asap - don't leave them sitting in the hot sun.
- Timer needs to be set to automatically water after this. Your Facilitator will guide you on this.
- **Once potted up, set the timer for 3 minutes twice a day or as advised by your Facilitator BUT if you have any plants still in plugs leave the timer set for 1 min 3 times a day.**

