

**AVCG**  
**Inspection Crew Description, Responsibilities and Tasks**  
Updated 1/4/2019

Purpose:

- Inspect all the garden plots at the end of each month.
- This inspection includes checking all plots to:
  - Make sure the plot is being worked;
  - Check for weeds in plot;
  - Check that all outside edges of plot are clear of plants and weeds;
  - Check for the presence of Bermuda grass; mint, ivy and Bougainvillea growing in the ground in the plot;
  - Check for plants or weeds in the aisle;
  - Check to see that produce is harvested in a timely manner;
  - Check to see that plants are not infested with pests.
- The mid-month inspection includes checking all plots that were marked for violations at the beginning of the month as well as adherence to structure guidelines.

Goals:

To achieve well maintained and worked plot areas.

Current Crew: 1 coordinator and 3 members.

Crew Responsibilities:

Two members of the inspection crew do the first of the month inspection using a plot map of the garden. During an inspection, the inspectors will mark in the plot square any infraction that may be in the plot. If there were no previous infractions, the plot will be labeled with a yellow mark.

At the mid-month inspection, all the plots that were marked at the end of last month will be inspected again by one of the crew members. If the infraction has not been corrected, the mark will become a red mark. The mid-month inspection also will check the plot structures and storage.

When plot sheets have been filled out they will be given to the crew coordinator. The crew coordinator will then compare the plot sheets and come to a consensus as to what mark the plot ultimately gets.

The finished and finalized first of the month and mid-month inspection sheets will be forwarded to an AVCG Officer to be posted via e-mail to all members of the garden for the first of the month inspection and only to the members who got a red mark in the mid-month inspection.