

UW Tacoma Facilities & The Giving Garden Program Administrative Directive

Purpose

This Administrative Directive (AD) defines the roles, responsibilities, and coordination protocols between UW Tacoma Facilities and the Giving Garden to ensure sustainable and safe use of the garden site and its physical infrastructure. The garden site exists within space under the authority of the Chancellor, and its use and stewardship are subject to campus space governance, policies, and approvals exercised under that authority.

Scope

This AD applies to the physical structures and built systems at the Giving Garden site, including but not limited to irrigation, fencing, signage, and soil stabilization. It also encompasses grounds-related work such as landscape maintenance and vegetation management, as well as utilities serving the site, including water supply, drainage, and any future electrification, if applicable. In addition, this AD covers shared communication, coordination, and planning responsibilities between the involved parties to support safe, sustainable, and well-managed use of the space.

Definitions

- **Garden Site:** The designated Giving Garden area located on UW Tacoma's grounds.
- **Facilities:** UW Tacoma's Facilities Services team responsible for campus maintenance and operations
- **Garden Program:** The collective group of student, staff, and faculty stewards of the Giving Garden operating under the oversight of Student Affairs.

Care, Custody, and Control Responsibilities

Irrigation System

Facilities retains ownership and operational responsibility for the primary irrigation infrastructure serving the garden site, including backflow preventers, supply lines up to designated connection points, and timers or controllers when the system is connected to a central campus system. The Garden Program may install or use temporary or surface watering systems, such as hoses or hand watering, subject to review by Facilities. Any modifications to, or extensions of, the irrigation system must be reviewed and approved in writing by Facilities and coordinated in alignment with campus water-conservation principles.

Grounds Maintenance

Facilities is responsible for mowing, trimming, and general vegetation management outside of the defined or fenced garden perimeter, as well as weed abatement in non-cultivated areas. The Garden Program is responsible for maintenance within the garden beds and the immediate surrounding areas, including keeping paths and work areas clear of obstructions and overgrowth. Both parties will coordinate seasonal clean-up activities and major refresh efforts to ensure the site remains safe, functional, and visually aligned with campus standards.

Infrastructure Stewardship

Garden infrastructure installed by the Garden Program, including raised beds, pavers, signage, and fencing, remains custodial property of the Garden Program. Facilities retains the authority to intervene where necessary to address safety concerns or violations of campus standards. All proposed infrastructure improvements require advance review by Facilities to ensure code compliance and appropriate risk assessment. Facilities will maintain a site map and/or record of approved garden structures to support ongoing stewardship and coordination.

Access and Work Planning

The Garden Program shall submit project proposals for activities such as digging or building using established processes and engage Facilities and Environmental Health & Safety prior to any physical work occurring on site. Facilities will designate a Facilities Liaison to support garden coordination and to provide appropriate scope and service through the proposal development process, in coordination with the Garden Program Lead, to ensure alignment with UW standards, requirements, and expectations.

Communication Protocols

Coordination check-ins will be held during the growing season, defined as March through October, and on an as-needed basis outside of that period. The Garden Program will notify Facilities in advance of any use of external contractors or the planning of major community events at the garden site. Emergency issues, including irrigation failures or unsafe conditions, will be routed through the Facilities 24/7 work order line.

Funding and Resources

Facilities is not financially responsible for soil amendments, plant materials, or garden volunteer stipends or student wages. The Garden Program is responsible for sourcing funds for site upgrades, repairs to infrastructure damaged through program use, and any additional irrigation or drainage components beyond the standard Facilities scope. Exceptions, such as safety-related repairs, may be negotiated on a case-by-case basis, with the understanding that all safety-related observations and issues will be communicated immediately.

See also:	UW EO No. 72 UW AO No. 1	Date Issued:	1/15/2026
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