

Studio/Lab Use & Stewardship

These guidelines are established to ensure the security, safety and integrity of our educational facilities. The guidelines are intended to foster a culture of respect for each other and our facilities.

Basic Rules

- ALWAYS lock studio/lab doors. Everyone is responsible for protecting the safety of their classmates and their possessions.
- Do not bring alcohol onto the campus or into the labs
- Do not smoke in any interior space
- Report any damage of university property to the department within 5 working days

Furnishings

- Refrigerators or microwave ovens may be brought into labs
They must be removed or cleaned thoroughly by the end of each quarter
- Coffee-makers may be brought into labs if they are not near any paper or combustibles
- Do not bring unauthorized furnishings into the labs (e.g., sofas, stuffed chairs, bedding)
- Do not use any type of electric resistance or flame heating device in the lab (such as: space heater, hot plate, toaster oven, propane stove, matches/cigarettes)
- Use “daisy-chained” grounded extension cords with built-in circuit breakers
Do not use standard non-grounded, non-circuit breaker extension cords
- Do not park or store bicycles in the labs
- Notify the department of any needed or broken classroom furniture or equipment

Working In Labs

- Work on cutting mats or other protective material
Do not cut on, write on, glue on, paint on, or otherwise mar furnishings, floors, or walls,
- Spray-paint in the paint booths provided in exterior hallways
Do not overspray onto furniture, floors or walls or allow spray fumes to enter rooms
- Do all construction that requires power tools in the shop area
Do not use power tools (e.g., circular saws, jig saws) in the lab or adjacent areas
- Do not leave trash on the floors (use bins provided; ask for extras if needed)

Facility Modification

- Do not suspend anything from ceiling, beams, ceiling tiles or light fixtures
- Do not attach in a way that mars (e.g., glue, nail, screw) anything to floors or walls
- Do not place any signage in windows that it is readable from outside the building
- To protect the roof membrane of the architecture building, do not take furniture onto 3rd & 4th floor decks, use the decks as B-B-Q areas, or extinguish cigarettes on the deck surface

By the Last Day of Finals Week

- Place all trash in trash bins or dumpsters—floors should be free of trash
- Remove all personal possessions and projects
- Report any needed repairs to Department Office
- Return all lab keys to Facility Services (Bldg. 70)