

## **Carnegie Mellon School of Art Studio Space Policy** (For assigned studio and classroom spaces)

The quality of the working and physical environment in the School of Art (SOA) at Carnegie Mellon is everyone's responsibility. Communal studios/shops and classrooms, as well as the studio that has been designated as your workspace, are all part of the SOA physical community. What you do in your studio may affect not only your own health and safety, but also that of others. If you are aware of a safety issue in your studio, your communal workspaces or your building, or if you are unsure if a process or material that you want to use is safe, you should seek guidance from your professors, the SOA Technical Manager, or the Office of Environmental Health and Safety.

The intention of this agreement is for students, faculty and staff to work towards ensuring that studio conditions are acceptable for the individual student and the collective good of all. In addition to environmental concerns, this agreement also addresses some general rules of civility and safety.

In accepting a studio assignment you agree to the following terms and conditions, with the understanding that if these terms and conditions are breached or for other reasonable cause, the SOA may be forced to close your studio, terminate your studio privileges and/or restrict access to other SOA facilities.

- The studio shall be used only for educational purposes, and only by students in the SOA or by students taking a SOA course, unless by special permission from the Head of School, as per the course schedule published each semester.
- At the conclusion of the term, your assigned studio shall be left clean and in good condition, notwithstanding reasonable wear and tear.
- The studio will be maintained in a clean and orderly condition, consistent with its proper use. All designated fire corridors must be kept free of obstructions. Stairways, hallways and other common areas must be kept open and free of obstructions as well. Windows may not be blocked (except by appropriate shades or blinds). Defacement of public places (graffiti) is subject to disciplinary action.
- All paints, solvents, cements and chemicals must be kept in properly labeled containers appropriate to their use. All such materials, when not in use, must be stored in the provided safety cabinets or metal lockers. Whenever possible, non-toxic materials should be used. The student is advised to obtain the Material Safety Data Sheet (MSDS) for any material used and to obtain and use personal safety equipment (goggles, gloves, respirators, etc.) when using toxic materials. Processes that create high levels of toxic fumes must not be used in the shared studios. No inks, paints, solvents or toxic chemicals can ever be used in or rinsed down the sinks or drains.
- Chemicals specifically prohibited by faculty may not be used.
- Clay and plaster may only be used in designated sculpture areas; and residual dust must be contained for proper disposal.
- Trash or rags that contain or have come in contact with flammables must be disposed of in provided metal waste disposal containers.
- Open flames, torches, welding equipment, etc. can only be used in designated areas.

- Personal electrical appliances, such as portable heaters, hot plates and quartz lamps are not permitted, unless the Head of School, Associate Head or Technical Manager grants special permission. Extension cords must be heavy gauge. SOA representatives may confiscate any of the above items.
- No aerosol sprays may be used in interior spaces unless fume/ventilation hoods appropriate for the particular sprays are available, such as in the DH sculpture area. If spraying outdoors, protective materials should be laid down first to prevent overspray from defacing the work surfaces.

**The following rules also apply for ALL School of Art (SOA) facilities:**

- Food and drink are strictly prohibited from Art Studios or other areas where hazardous chemicals are present.
- Food and beverages should not be stored in refrigerators used to chill hazardous chemicals or in glassware that is also used for hazardous chemicals.
- Hazardous or inappropriate materials should not be stored with food or in eating areas. Food storage areas such as cabinets, refrigerators and freezers, must only contain items intended for human consumption. Hazardous chemicals, biological specimens or other materials with the potential to contaminate food or eating areas must be used or stored elsewhere.
- Smoking is not permitted in any SOA building at any time. We ask that all members of the SOA community help maintain the quality of our environment by maintaining a smoke-free environment. This is a health and safety issue.
- The use of alcoholic beverages at social events (such as art openings) requires a special permit, a "host" and security personnel (in some cases). Otherwise, it is prohibited.
- The use of illegal drugs in the SOA is prohibited.
- Doors leading to the outsides of buildings may not be propped open when staff and/or faculty are not present. Doing so constitutes a serious breach of security and safety - especially after hours.

In accepting the terms listed above, it is understood that the SOA is not responsible for the loss or theft of items left in the studio and it is also understood that officers of the University, College or School may at any time inspect the studio and any School of Art facility. In the event that unsafe conditions are found to exist, use of the studio shall immediately cease and not be resumed until the condition is remedied. Certain safety issues may require that the use of all studios in a suite of studios be suspended until conditions are remedied.

**Important Contacts:**

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