

Carnegie Mellon School of Art Studio Space Policy

At Carnegie Mellon's School of Art (SOA), maintaining the quality of your working and physical environment is a shared responsibility. This includes the studio space assigned to you, as your actions can impact both your own health and safety, and that of others. This agreement outlines the collective commitment of students, faculty, and staff to ensure acceptable studio conditions.

The agreement addresses environmental concerns, as well as general rules of civility and safety. If you identify a safety issue in your studio, communal workspaces, or building, or if you are uncertain about the safety of a process or material, seek guidance from professors, SOA Facility Managers, or the Office of Environmental Health and Safety.

By accepting a studio assignment, you agree to these terms and conditions, understanding that any breach or other reasonable cause may result in the revocation of your studio privileges. SOA reserves the right to inspect studios to ensure compliance with health and safety guidelines. If unsafe conditions are found, studio use must immediately cease until the issue is resolved. In some cases, all studios in a suite may be suspended until conditions are corrected.

GENERAL USE:

- The studio shall be used only for educational purposes, and only by students in the SOA or by students taking a SOA course.
- At the conclusion of the term, your assigned studio shall be left clean and in good condition, notwithstanding reasonable wear and tear. There will be an email with detailed clean out instructions near the end of the academic year.
- All designated fire corridors, stairways, hallways, and other common areas must be kept open and free of obstructions.
- Defacement of public places (graffiti) is forbidden and subject to disciplinary action.
- The SOA is not responsible for lost or stolen items. It is your responsibility to secure and label your personal belongings.
- For pest control, restocking of communal supplies, or maintenance issues contact the facilities managers (Bob in CFA or Kellie in DH).
- Studio usage is monitored. Unused or underutilized spaces may be reassigned or assigned an additional occupant by the facility managers.

RULES:

- Food and drink preparation and storage are not permitted in the undergrad studio spaces. Consuming food and drink are prohibited when hazardous materials are in use.
- Microwaves, refrigerators, air fryers, toaster ovens, etc. are prohibited.

- Smoking, alcohol and illegal drugs are strictly forbidden.
- Do not attach or hang anything from the sprinklers/steam/water pipes, cable trays, electrical conduits, air ducts, or light fixtures.
- Doors leading to the outsides of buildings may never be propped open. Doing so constitutes a serious breach of security and safety - especially after hours.

SAFETY:

- Flammable materials (oil-based paints, solvents, cements, and chemicals) should be stored in the yellow safety cabinets throughout the studio areas. Solvent containers should be capped / sealed when not in use and properly labeled. Whenever possible, non-toxic alternatives should be used.
- No oil-based inks, paints, solvents or toxic chemicals should be used in the sinks or rinsed down the drains.
- Trash or rags that have come in contact with flammable material or solvents must be disposed of properly (trash in the red metal bins, rags in the designated rag bins).
- Absolutely no aerosol sprays should be used in the studio spaces. Use the DH spray booth or spray outside using a protective material beneath your object away from buildings and air intakes.
- Absolutely no open flames, torches, or welding equipment is allowed within the studio spaces.
- Processes that create high levels of toxic fumes or are labeled as particularly hazardous are prohibited (ex: resin)
- No earthenware clay or plaster is allowed in the studio spaces (FIMO clay and plasticine in small amounts is acceptable).
- Personal protective equipment should be worn when needed (gloves, dusk masks, eye protection, etc.)
- Electrical appliances, such as portable heaters, hot plates and quartz lamps are only permitted with special permission from the facility manager.

Important Contacts:

- CFA Facilities Manager: Bob Kollar, 412-268-5999, CFA 314, kollar@cmu.edu
- Doherty Hall Facilities Manager: Kellie Hames, 412-268-6678, DHC311, khames@cmu.edu
- Environmental Health and Safety, <https://www.cmu.edu/ehs/>, safety@andrew.cmu.edu
- Material Safety Data Sheets Database for CMU, <https://www.cmu.edu/ehs/sds/>
- Campus Security, 412-268-2323

(Revised 8/05/24)