

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 Facilities / Operations 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. Studios are inspected annually to ensure compliance with Environmental 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.

If you have any questions or require further clarification on any of the points outlined below, please do not hesitate to contact the Facilities Manager.

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.
- Students are not permitted to occupy a studio space without completing the [Undergrad Student Studio Agreement Form](#).
- [EH&S Hazard Communication Training for the School of Art](#) is a requirement for studio occupancy. First-year students receive this training during their orientation session. If you did not attend this training, you should complete the online course on EH&S's website.
- You may not relocate to another studio without permission from the Facilities Manager.
- At the conclusion of the term, your assigned studio shall be left clean and in good condition, notwithstanding reasonable wear and tear. You will receive an email from the Facilities Manager 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 / Operations Managers (Bob Kollar in CFA or Luke Doyle in DH).
- Studio usage is monitored. Unused or underutilized spaces may be reassigned or assigned an additional occupant by the Facilities Manager.

RULES:

- Food and drink preparation and storage are not permitted in the undergraduate studio spaces. Consuming food and drink are prohibited when hazardous materials are in use.
- Microwaves, refrigerators, air fryers, toaster ovens, and other appliances used in food preparation are prohibited.
- Mattresses and bedding are prohibited.
- Personal 3D printers and laser cutters are prohibited in all undergraduate studio spaces.
- 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.
- Maintain a tidy workspace, keep clutter to a minimum, and do not place materials where they may impede an exit, pose a tripping hazard, or block access to electrical outlets.
- 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 must be capped / sealed when not in use and properly labeled. Please use non-toxic alternatives when possible.
- 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. Aerosols containers must be capped when not in use to prevent accidental discharge, and stored in one of the yellow safety cabinets.
- 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).
- Dispose of sharp items such as nails, pins, and razor blades in one of the red sharps containers located near the sinks in the studio areas. Never in the regular trash, which poses a safety risk to the custodial staff.
- Personal protective equipment should be worn when needed (gloves, dusk masks, eye protection, etc.)
- More than one extension cord and/or power strip should never be connected together or used to power high-wattage equipment.
- High-wattage electrical appliances, such as portable heaters, hot plates and quartz lamps are only permitted with approval from the Facilities Manager.

Important Contacts:

- CFA Facilities Manager: Bob Kollar, CFA 314, kollar@cmu.edu
- Doherty Hall Operations Manager: Luke Doyle, DH D315B, ldoyle@andrew.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