

Studios and workspaces are provided to students as a privilege, for their convenience and to enhance the academic program. For reasons of personal and public safety, all students, faculty, staff, alumni, and visitors of the School of Design are expected to comply with any and all University of Pennsylvania policies governing conduct and use of University facilities. In addition, there are specific policies and procedures governing the assignment of graduate studio space at PennDesign established by the University of Pennsylvania and our School. In signing below, you agree to abide by all the University of Pennsylvania policies, rules, and regulations, governing the use of University facilities; in particular, those specific to the occupancy of a graduate studio listed below. You are also acknowledging that you understand that these policies serve to ensure your safety and the safety of your peers and provide a good working environment for all members of the design community.

## **HEALTH/FIRE SAFETY**

1. Wood, homasote panels and other materials must not be used to cover or block passageways, windows, or lighting. Overhead structures and studio alterations shall not be undertaken without permission of the Director of Operations of the School of Design. Such changes may violate building codes. Any approved alterations must be removed at the end of academic year or term of use of the studio space.
2. Aisles and corridors may not be used for storage, particularly in the case of flammable materials. Models and other materials must be stored within the workspace allocated to each student. Storing of empty computer boxes is not permitted in the studios.
3. All flammable items such as paint thinner and turpentine may not be stored in the building. The spray booth in Meyerson Hall Room 408 is provided for spraying of paint and fixatives. The spray booth area must be kept clean. Spray fixatives and paints must be used in conjunction with the spray booth. Spraying of materials is prohibited within the building and its stairwells.
4. Wood scraps, paper, sawdust and other rubbish are fire hazards and must not be allowed to accumulate. Studios and common areas, especially the wood cutting area, should be kept clear of debris at all times. You are expected to clean up after using any common area outside of your own studio. It is also expected that individual studios will be kept clean and free of unnecessary debris by the approved occupant of each studio.
5. Casting and curing of toxic resins, foam cutting, melting of paraffin, and heating of PVC are not permitted inside the building. Also, blow torches and open flames are prohibited within University buildings. Use of hot plates and space heaters is prohibited in studios as well.
6. No circular saws or table saws permitted in studios, use the Fabrication Lab when necessary. Small hand tools only.
7. No Smoking allowed on campus.
8. Pets are not allowed in any University building with the exception of service dogs.
9. Faculty and students must contact EHRS for guidance on the proper respirator selection and for fit testing.
10. Students are required to complete the EHRS Hazard Communication & Safe Work Practices for School of Design training in Knowledge Link.

## **Fine Arts specific rules:**

1. All canvases must be stored only in studios and storage closets provided for that purpose.
2. Paint rags, paper towels, and other waste contaminated with hazardous solvents (turpentine, acetone, mineral spirits, etc.) must be disposed of in the labeled 5-gallon blue waste containers provided at the waste collection sites near each studio. Rags used with non-hazardous solvents (gamsol, turpenoid, etc.) can go into the regular trash. Rags or paper towels contaminated with linseed oil must be collected in the red fire resistant containers. These cans are emptied daily by housekeeping staff.
3. All flammable items such as paint thinner and turpentine must be stored in the fireproof cabinets that are strategically placed in the studios.
4. All aerosol cans and paint containers must be recycled. Labeled 5-gallon blue containers located at the waste collection sites near each studio are provided for this purpose. Deposit all empty aerosol cans, paint containers, paint cans, tubes and powers in this container and EHRS will dispose of properly. Do not place any other recyclable items in these containers (i.e. beverage cans, bottles, etc.). When these containers are full, contact your departmental administrator.

5. Paint brushes may not be cleaned in the sink. Use the brush-washing machine located in the Morgan stairwell to clean brushes. Do not pour paint and hazardous solvents (paint thinner, turpentine, mineral spirits) down the drain. Hazardous solvents must be collected in the 1-gallon liquid waste container located at the waste collection sites near each studio. Containers must be kept closed and labeled with a green chemical waste tag that indicates the contents. When these containers are full, contact your departmental administrator.

6. Eating and drinking is not permitted inside studios. Limit eating/drinking to common areas, and always clean up after yourselves. Remember to wash hands after working with toxic materials.

**In the event of a fire, pull the fire alarm and leave the building at once.**

## SECURITY AND MAINTENANCE

1. For your safety, all lockable doors should be kept locked at all times.

2. All students are required to prominently display a PennCard ID between the hours of 10PM and 7AM, seven days a week.

3. The school assumes no liability for loss or damage to personal property kept in studios.

4. PennDesign Buildings are not residence halls and may not be used as such. Normal building hours are usually 8AM to 11:30PM; however, 24-hour access to the PennDesign studios has been granted to the School of Design graduate students and faculty ONLY for the purpose of working on and completing academic work. Any other activities (**or inactivity such as sleeping**) are not permitted, and failure to comply with this requirement may result in the immediate rescission of all after hour privileges for all participants in the program. Also, the consumption of alcoholic beverages is prohibited and will endanger the exceptional circumstances of 24-hour access.

5. Be considerate of your peers. Loud radios, long or frequent telephone calls, and disruptive behavior disturb the common good and interfere with others ability to work.

6. Open food packages and other food waste will attract rodents – dispose of all trash in the containers provided outside of the studios.

7. Do not take ANY fixtures, furnishings, or other items from any area in the studios, including all common areas. Removal of items from those areas will be considered a serious violation of this agreement.

8. Parking is not allowed in the rear of Meyerson Hall, Addams Hall, or in any other non-designated parking area. Your vehicle will be towed without warning. Vehicles parked for picking up or delivering supplies should not be left unattended.

9. Bike policy: Register your bike with University Police, 215-898-4481, 9:30AM to 4:30PM, 206 S. 40th Street. Lock bikes in racks provide; **all bicycles must be kept outside the buildings**. Do not lock bikes to handrails, stairways, or ramps; bikes illegally parked will be removed.

10. For all students in studios, workstations have been equipped with chairs and in many cases, under-counter lockers. These items are inventoried. Removal of these items for use in other areas is not permitted.

11. No cutting is permitted directly on the work surfaces. No fastening anything to the partitions or shelves with heavy fasteners or fixatives that may damage the surface.

12. At the end of the academic year, students must return all keys (**including fire safety cabinets for Fine Arts students**) and be out of studio by the designated date. Studios must be left in the same condition as they were given. We cannot provide storage for any belongings- anything left in the studio or public areas after May 31 will be discarded.

I, the undersigned, understand and agree to adhere to all the above conditions for use of studio space. I understand that all studios and public areas are subject to periodic inspections by city and University officials, as well as by School of Design faculty and staff, to confirm that safety and building regulations governing our use of space are followed. I realize that use of a studio is a privilege granted to me by PennDesign; and that failure to comply with any of the policies and procedures above may result in the revocation of this privilege, a charge for repair or replacement and/or other disciplinary measures determined to be necessary by the University (including, but not limited to, additional fines or suspension).

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Studio Number/Location

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Expected Graduation Date

\_\_\_\_\_  
Program/Section Number