

Department of Interior Architecture

STUDIO POLICIES

Because of the ability to offer individual and group work spaces, students and faculty in Interior Architecture have the opportunity to create studio environments that are nurturing to the educational processes used in design education. With this opportunity comes responsibility and an expectation that we will be good stewards of our individual work space and the studio environment as a whole. Violation of these expectation will result in reduced access to studio facilities.

Recycling and Waste: While in the studio environment and auxiliary facilities, all students are required to act in ecologically conscious ways. Students are expected to dispose of waste and recycling in the proper receptacles provided for cans, bottles, office paper, trash, and garbage. Left over modeling materials such as scraps of clean mat board, cardboard, chip board and balsa wood can be donated to a "Free Pile" located near the elevator.

Noise and Music: Cell phones and other communication devices must be in silent mode at all times while in the studio space. Headphones should be used at all times while in studio when listening to music or watching videos. All conversations and activities that take place within the studio spaces should be at an appropriate noise level with respect to classes and study spaces.

Air Quality: To maintain healthy air quality in the studio space all modeling activities that release particles into the air must take place in the appropriate facilities such as the wood shop, outdoors, and CAM Studio. These activities include but are not limited to sanding of any kind (hand sanding or power sanders), spray painting, and using spray adhesives.

Electrical Outlets and Appliances: Electrical devices are permitted in the studio space with several restrictions. If an appliance specifies "HOUSEHOLD USE ONLY" then it cannot be used in studio. Hot plates or toasters are not permitted in studio spaces. Refrigerators, coffeemakers are acceptable but must be listed for commercial use.

Extension cords cannot be used as a substitute for permanent wiring. Extension cords should only be used with power tools and the charging of personal computers. They should be unplugged immediately after use and put away. When using extension cords with power tools, the extension cords must be grounded (3-prong) with the ground pin in place. No appliances should be plugged into extension cords. Use a fused power strip that is plugged directly into a mounted receptacle. Do not plug power strips into other power strips. Do not allow cords to be exposed to damage, or pinched through doorways or across walkways. Any power cord that runs through a walkway must be taped down or covered with appropriate rubber stripping. A limited number of power cords are available for you to borrow from the main office.

The department must provide approval for the use of any handheld electric-powered tools in

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the studio space prior to use. The rules for safety procedures and policies in the Wood Shop apply to studio spaces as well. To conserve energy, turn off and unplug all electrical devices when they are not in use.

Public spaces vs. Private spaces: Public Spaces, such as the group tables/cutting surfaces, must be maintained and kept clean by each of the students in the studio space. Private Spaces, such as personal worktables, will be maintained by the individual student to ensure their personal belongings do not interfere with other students' private space. If someone continuously mistreats the studio space, report any issues to studio instructors or administrators in the IAR office.

Student Storage Space: Students should respect the properties of others and not borrow tools or materials without asking for permission. However, because the building is accessible to anyone, students should be aware that materials that are not secured are vulnerable to theft. The department recommends that students store materials and personal belongings in their own lockable storage container (such as a trunk) or purchase a key from Steelcase for the existing file cabinets at their desks. Contact Angelea Cashion, the sales representative, at 336-217-4503. There is an identifying product number on each lock that she will need in order to send you the appropriate key. At the end of each semester students should leave the filing cabinets unlocked and empty.

Use of Conference Room and Library: Neither the conference room nor the IARc Library may be used to assemble projects of any scale at any time.

Facilities and Resources: Students are encouraged to make use of the Department's Wood Shop, Digital Lab, Library, and CAMStudio for projects and research. Students using these facilities are expected to follow the studio policies identified within this document and adhere to the specific policies and procedures unique to those spaces. Additional policies for behavior and protocol within each auxiliary facility may be found at the entrance to the facility or on the IARc website at: <http://www.uncg.edu/iar/currentStudents/undergraduate/students.html>

In addition to using these facilities, student may also borrow equipment from the department such as digital camera, tripods, photography lighting and staging equipment, video cameras, light meters, and digital drawing tablets. These items may be signed-out in the main office.

End of Year Clean-Up: Students are responsible for cleaning their studio space at the end of each semester by taking home any wanted materials or projects, disposing of any trash, and recycling items in the appropriate receptacles. All personal belongings should be taken home as studio spaces are subject to change each semester. This also includes cleaning

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out the rolling storage cabinets and cleaning off the large community tables. Any items left behind will be disposed of by the department at the close of each semester.

Collection of Work: Faculty may request that students leave a project for a specified period of time for use during CIDA review, as teaching materials, or for display.

University Policies: In addition to the studio policies established by the Interior Architecture Department, students are also responsible to acknowledge and comply with policies of the university in regards to health, safety, and indoor air quality. These policies may be accessed through www.uncg.edu/sft/.

These policies were created by a group of IARc Students and Faculty in 2013. A special thanks is extended to them for their service and dedicated time during the creation of this document.