

2013 STUDIO RULES

Furniture / Equipment & Computers

- **The studio furniture, equipment and computers are only available to the students allocated to each studio. Use by other students is not permitted.** With the changes to the undergraduate and postgraduate studios, studio equipment and computers are now reserved only for the students allocated to each studio, and can no longer be used by students from other studios.
- **Do not shift around the studio furniture** unless instructed to by a FAD staff member.
- **No personal furniture is permitted in the building.** Only University supplied furniture is allowed in the studios (mobile tool boxes etc are permitted). Items not permitted in the studios include; curtains & screens, couches, large cabinets and fridges (unless expressly approved by Faculty Management). These items may be rubbished if left in the studios or not removed when asked by staff.
- **Do Not Remove School Property** Removal of School property from the assigned studios, computer suites, or removal of equipment out of the building without the express permission of School Management or the Technical Staff & Resource Manager, will be considered theft. Please note there are security cameras operating at all times.
- **Do not use the drawing boards, floors or carpets as a cutting surface, when cutting material.** Use a suitable cutting board / mat or one of the slide guillotines, if cutting material in the studios. Or use the 1st year workshop or Main workshop facilities.

Health & Safety and Studio Etiquette

- **Keep your personal workspace and shared studio spaces tidy and clear of rubbish.** Off cuts, newspapers, unwanted models and materials, food wrappers and drink bottles, should all be removed to the studio bins IMMEDIATELY. Please tidy up after yourself.
- **Assist in regular studio cleaning sessions.** The studio and any associated workshops or kitchen areas should be clean and presentable at the start of every studio session. You will be expected to follow the instructions of your Course Coordinator to ensure this is the case. All students should participate actively and equitably in maintaining the studio. Academic staff may refuse to start class or reviews until studios are tidy.
- **Work and equipment must be stored in lockers after studio has finished.** Any work or equipment left on the floor, on computer and communal tables or on top of lockers will be thrown away by the cleaners. You will require approval from your Course Coordinator to leave large individual projects in progress out in the studio, however they must be clearly and adequately labelled and positioned where they will not interfere with normal studio activities, otherwise they will be thrown out. The course coordinator cannot take responsibility for inadequately labelled and positioned work.
- **Do not attempt to flush solid waste down drains.** Plaster of Paris or wax should only be disposed of in rubbish bins. DO NOT pour into the sinks.
- **No bikes,** are permitted in the building during working hours, there is an increased risk of fire egress problems while the building is fully occupied
- **Skateboards, roller blades & sports equipment.** May be brought into the building, but are **not** to be used inside.
- **No smoking.** This building is a smoke-free environment.
- **No Alcohol.** Except for official School functions, alcohol is not permitted in the building.
- **No toxic or highly flammable substance is to be used in the studios, or stored in lockers or studio spaces.** Chemicals should be stored, handled and used in accordance with the FAD Health & Safety Handbook. Located at R:/Student Health and Safety Information/...
- **Do not sand, spray-paint, or use spray adhesive in the studios.** Sanding of materials (i.e. wood, foam, Cibatool etc) must be done in the workshops. Similarly spray painting and gluing using 3M Super 77 etc, may only be carried out in the 1st year workshop small spray booths, or the large spray-booth in main workshop. Areas such as studios, stairwells and hallways may not be used for this purpose.
- **No personal kitchen appliances in the studios.** For health & safety reasons, all cooking appliances (includes toasters, and sandwich makers) are to be used in the kitchenettes. All appliances (including microwave ovens and fridges) are to be located in the kitchenette areas. School management may grant permission, for studios without a kitchenette nearby, to have a microwave oven and / or fridge in their studio.
- **No Music or Computer Gaming in the Studios, Labs or Workshops.** Music is not to be played aloud in the studios and the Faculty IT/AV equipment is not to be used for video gaming, unless it is a staff managed / formal critique session or tutorial. Personal stereos with earphones are permitted but only in studios not the workshops.

End of Year Clean up (October-November)

Students are responsible for clearing out their workstations, lockers, drawers (and backing up their i Drives) at the end of each Trimester. Except by prior arrangement for specific events (such as exhibitions), work left in or on workstations, in lockers, in studios, or in other common areas of the building after final hand-in / critiques each year will be considered abandoned and will be disposed of during the end of year cleanup. Check notice boards for exact timings.

Failure to respect the studio rules may be treated as misconduct.