Summary

Personal and equipment security is everyone’s responsibility.
- Respect the place and clean up after yourself.
- Your mess is your responsibility.
- Your neighbor’s mess is also your responsibility.
- Your neighbor’s neighbor’s . . . you get the idea.

No plaster in the sinks. Really, no plaster in the sinks.
- Spray any paint, finishes, solvents or adhesives only in the spray booths.
- No resin in the building anywhere, anytime.

Move furniture within a studio, but not from one studio to another.
- Use duct tape to secure electrical cords to the floor.
- Play music with headphones only.
- Keep windows closed at all times.
- Keep hall and aisles free of objects and materials.
- Do not attach anything to the water sprinkler system or to the studio lights.
- Do not bring additional furniture into the studio.

As public spaces are for reviews and exhibitions—not storage, studio work is to be contained within the studio space.

As a condition of your enrollment in the program,
you accept and agree to abide by the policies set forth in this guide.
Welcome to the University of Michigan Taubman College. This handout describes policies concerning the use of the third floor architecture and planning studios. Studio citizenship acknowledges a respect for shared spaces and experiences. Start with good habits—make thoughtful and beautiful things.

Studio Culture
An education in architecture is intense and both physically and emotionally taxing. The Architecture Program is committed to a positive and respectful learning environment through the encouragement of the fundamental values of optimism, respect, sharing, engagement and innovation between and among the members of its faculty, student body, administration and staff. Key to a healthy and productive learning environment is the establishment of an efficient daily routine that balances the well-being of the individual student with high academic standards. The Architecture Program encourages students and faculty to appreciate these values as guiding principles of professional conduct throughout their careers.

Furniture
A clear circulation corridor through and around each studio must be maintained at all times. Each student is provided a desk and a chair. Each desk comes with three locking drawers—one with a key; two by student provided padlock. Keys are available from Facilities Staff (Room 1107; tel 734.763.3122). Be sure to bring your Student ID and key number (which is usually located inside the locking cabinet). A refundable $20 security deposit is required. Under no circumstances should any part of the desk be disassembled. Use a protective surface, such as a cutting mat, when cutting material. Desks also come equipped with one desk lamp. Should you need a new light bulb email Facilities Manager, Kevin McKay (kmckay@umich.edu) to set up an exchange. Studio furniture must remain in the studio bay.

At the start of a new semester, students shift studios and your new furniture can be found there. In other words, desks are not attached to students. In addition, this equipment should not to be used for structure for attachments. Please do not nail, bolt or screw things to your desks or credenzas. Post your name somewhere on this furniture in clear view in case you need to be located. Students are advised to lock personal possessions and valuable equipment for safety. Never leave anything you do not want to lose overnight, especially on weekends or breaks. Please report any suspicious behavior to the Dean’s Office, the Facilities Manager or Public Safety.

Security
Public Safety can be reached at 734.763.1131 (3-1131 from campus phones.)

First Aid
First aid kits are located at either end of the studio supplied to treat minor cuts and injuries. It is periodically restocked, send an email to aaservices@umich.edu if they ever appear low. Report any serious injuries to the Dean’s Office and seek treatment at the University Hospital. In case of emergency contact 911.

Storage
There is no space for storing student work outside of your immediate working area. Work left in public spaces is vulnerable to removal and vandalism. Protect your work. Back-up your work. Document your work.

“Dirty Work” and “Clean Work”
The third floor is designed for computing, drawing and model making. When models require materials like plaster, concrete, wax and large scale pieces of wood, then this work should be done with supervision in a very limited area or outside. Each student is responsible for promptly removing the resulting waste and spills from these endeavors. Absolutely NO plaster or concrete can be poured into the sinks.

If you are using any media with fumes (paints, thinners, solvents, spray adhesives), do this work only in the Spray Booths. These are hooded, filtered enclosures constructed at each end of the third floor. You must turn them on in order for the toxic gases to be properly vented and exhausted out of the building. Please do not spray in hallways or common studio areas. Hazardous materials, such as resin, are not permitted in the studio, including the spray booths.

Review Spaces
These spaces can be reserved on a master calendar posted on the third floor. A few tips on review etiquette: Before: Do not step on the fabric or rolling chairs when hanging work. During: Always leave room for others to pass behind materials secured in your desks. The College does not assume responsibility for re-use by others. During the Fall to Winter break you may leave your materials, such as resin, are not permitted in the studio, including the spray booths.

Plagiarism
Plagiarism is knowingly presenting another person’s ideas, findings, images or written work as one’s own by copying or reproducing without acknowledgement of the source. It is intellectual theft that violates basic academic standards. In order to uphold an equal evaluation for all work submitted, cases of plagiarism will be reviewed by the individual faculty member and/or the Program Chair. Punitive measures will range from failure of an assignment to expulsion from the University.

Re-use Bins
At either end of the third floor there are large bins to place any material that can be re-used by someone else. This may include, but is not limited to chipboard, cardboard, foamcore, wood, and any scrap materials. Please, no models, unassembled scraps or debris.

Semester’s End
At the end of every semester each student is responsible for disposing of all trash, unwanted models and drawings, recycling paper, and sorting materials for re-use by others. During the Fall to Winter break you may leave your materials secured in your desks. The College does not assume responsibility for any work left out in the studio. Attach your name and telephone number to anything not at your desk. On the first official day of class in the winter term, move your equipment to your new desk in your new studio. Models may not be stored in the building. At the conclusion of each semester dismantle any models and boxes you do not wish to take home. Again, there are re-use bins at either end of the third floor. Any material or model deemed unusable by others should be taken to the dumpster located by the loading dock.