Studio Policies 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.
- Use duct tape to secure electrical cords to the floor.
- Play music with headphones only.
- Keep windows closed at all times.
- No appliances, including refrigerators, space heaters, microwaves and cooktops.
- 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.

Building or Studio Policies Questions? See Taubman College Building Facilities Manager, Tom Green, Tel 734.763.3132, Room 2105, tlgreenx@umich.edu
Welcome to the University of Michigan Taubman College. This handout describes policies concerning the use of the Art and Architecture building and design studios. Building and studio citizenship acknowledges a respect for shared spaces and experiences. Start with good habits—make thoughtful and beautiful things.

Building Policies and Culture
The Art & Architecture Building has been shared by Taubman College and the School of Art & Design since 1974. As a shared space, we have many combined and shared building policies and services. Taubman College occupies the west side of the building, which includes studio spaces on the third floor; in addition to the SAND and FAB Labs. Art & Design occupies the east side of the building. The courtyard and campus computing site are two examples of shared and communal space.

Access
The building has limited access hours for safety purposes. It is open and unlocked fall and winter terms from 7 a.m.-10 p.m. weekdays; 7 a.m.-7 p.m. weekends. After hours, members of the Art & Architecture community can use their MCard at the six main building entrances to access the building.

Safety
First Aid
First-aid kits are located at either end of the studio and within the Dean’s office, supplied to treat minor cuts and injuries. Send an email to aaaservices@umich.edu if they are low. Report any serious injuries to the Dean’s Office and seek treatment at the University Hospital. In case of emergency contact 911.

Weather/Fire
In case of severe weather, proceed to the 1st floor and seek shelter at the nearest exit. If in the building, evacuate to the nearest exit. Taubman College is a smoke-free campus. No smoking is allowed inside the building. Evacuation plans are posted on each of the southwest corridor. In the case of fire, exit the building and proceed to the nearest exit. Fire extinguishers are located at each of the five north and five south corridor exits. The building has sprinkler coverage and smoke detectors throughout. Fire alarms sound a strobe light, which illuminates the sign with the word “fire” on the north and south corridor walls. In case of severe weather, proceed to the 1st floor and seek shelter at the nearest exit. If in the building, evacuate to the nearest exit. Taubman College is a smoke-free campus. No smoking is allowed inside the building. Evacuation plans are posted on each of the southwest corridor. In the case of fire, exit the building and proceed to the nearest exit. Fire extinguishers are located at each of the five north and five south corridor exits. The building has sprinkler coverage and smoke detectors throughout. Fire alarms sound a strobe light, which illuminates the sign with the word “fire” on the north and south corridor walls.

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. Document your work. Back-up your work.

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. 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. Full academic policies are posted on each of the program websites.

Review Spaces
These spaces can be reserved on a master calendar posted on the third floor. A few tips on review etiquette: Do not step on the fabric or rolling chairs when hanging work; Always leave room for others to pass behind a review without causing a disruption; Leave the review space better than you found it.

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. Full academic policies are posted on each of the program websites.

Review Etiquette
Review your work. Leave it in good condition. 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. Full academic policies are posted on each of the program websites.

Document your work. Back-up your work. Review your work. Leave it in good condition. 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. Full academic policies are posted on each of the program websites.

“Dirty Work” and “Clean Work”
“Dirty Work” is the floor that is designed for computing, drawing, and model making. If 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. Notify the Facilities Manager of any missing or clogged air filters. Additionally, no appliances are permitted on the third floor: not refrigerators, not microwaves, not space heaters. None.

Document your work. Back-up your work. Review your work. Leave it in good condition. 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. Full academic policies are posted on each of the program websites.