

Policy 4-05: Studio Spaces

Faculty will be assigned only one desk per student, with extra desks allotted as available and as needed for common work areas.

Power supply in the building is limited. Students may not bring in microwaves, refrigerators, or other high energy demand equipment other than computers. Other equipment may be permitted by studio coordinators.

Students may provide their own desk task lighting fixtures provided they use low energy lamps.

The college has provided power and data drop cords and extension cords to each desk location. Students need to provide their own power strips. Students are not permitted to move the power and data drop cords.

Students will be responsible for their own personal belongings and studio area. The Architecture Building is open to the public and access to the studios is not restricted or secured. This means that the safety and security of students' belongings cannot be guaranteed. Students are encouraged to take measures to reduce the possibility of theft by securing items that are easy to snatch either in a locked cabinet or by taking them with them when they leave the studio. The college does not provide locked cabinets, but students who are assigned specific desks for the semester are welcome to bring such furniture into the studio so long as it fits under the student's desk and does not impede corridors or access ways. Note that while thefts can occur at any time, student property is particularly vulnerable during fall, winter, and spring breaks; students should exercise extra care in securing their property during these periods.

Students also are responsible for the condition of the studio in which they reside each semester. This means that students are responsible for properly storing and disposing of all materials they use in the studio. The college does not have extra staff to clean up after students; students must clean up after themselves. Students using shared desks must clean and remove all materials from those desks after each use. They may not leave any materials behind.

For reasons of limited space and hygiene, students are not permitted to bring personal furniture into the building other than desk chairs. Desk chairs may not contain cloth fabric upholstery, as that type of upholstery can provide a home to bed bugs and other pests. Leather and vinyl upholstered chairs do not pose such risks and are permissible.

All projects and materials must be removed from the building by the last day of finals. All personal belongings need to be removed by the last day of finals of the spring semester. The day after the last final of the spring semester, everything will be thrown away.

Approved by College Council: August 17, 2017