

Architecture Building Installation Permission Form

December 8, 2017

Installations can play an important role in architectural, planning, and design education, and they can provide enjoyment and inspiration for the occupants of and visitors to our building. We, hence, wish to facilitate the development and deployment of installations, where appropriate. All installations must be approved prior to implementation by the CA+P Associate Dean of Academic Affairs. To be approved, the installation must meet the following standards:

- The installation may not impede or obscure egress;
- The installation must not threaten to cause personal injury due to obstructions on floors, doors, stairs, hand rails, or objects being hung from the ceiling;
- The installation cannot leave a permanent mark on the building;
- The installation must not cause damage to the building's structure, windows, etc.;
- The installation must be removed by the person(s) responsible for the work by the date indicated on this form;
- The name(s) of the creator(s) of the installation must be included as part of the installation and be easily readable by passersby.

There are special rules for several areas in the building:

(1) Stairways/major exit corridors: The fire code bars anything that might impede egress in these areas. In addition to physical obstructions, the code also prohibits the use of any material that is flammable. That means no paper, plastic, etc.

(2) Windows: We must limit the use of paper and similar materials on windows as such materials can trap heat and lead to cracking of the glass.

Name of creator/faculty sponsor of the installation: _____

Verbal description of the installation: _____

Date of installation: _____ Date of removal: _____

Submit completed forms to Jennifer Browning in the CA+P front office.

Note: Areas west of the CMP offices on the 2nd floor and west of the vending machines on the 3rd floor are in the Art Building; installations proposed for these areas must be approved by that building's manager (Shawn Porter). Installations proposed for outdoor spaces outside of the Architecture Building must be approved by the university's Facility Manager for Open Space (Sue Pope).