

"ARCHITECTURE FACILITY PERSONALIZATION POLICIES"

(Revised August 6, 2003)

The policies listed below are guidelines implemented for personalizing individual studio space and controlling signage within the new architecture building. The policies are not construed as all-inclusive; but, do reflect the suggestions of the architectural students, faculty and staff. The policies go into effect Spring Semester 2002. The purpose of the policy for the studio area is to allow some individual design expression of the student's space.

STUDIO SPACE

The following material can be used when personalizing studio areas:

- Plexi - glass
- Hard Acrylics and Plastics
- Pre - finished Metals and
- Pre - finished Wood Products
- Cloth Fabrics

Personal items should not be nailed, screwed, bolted, or welded to the existing furniture, but tape may be used that does not damage the furniture. Writing and carving into the existing furniture is also not allowed. No items should be attached or suspended from the overhead structural and lighting systems. No painting of studio spaces.

Additional shelving may be brought in if it is coordinated with the existing furniture system in place. Additional storage units may also be purchased for use in individual spaces. Clamp type desk lamps and adhesive type nametags may be attached to the existing furniture. Use a plastic or wooden pad under clamp when attaching to the existing furniture.

No sofas, beds, microwaves, curtains, and other related furniture items are allowed in the studio area. Some of these items may be used in the student lounge and student office areas.

The playing of music within the studio is allowed with the use of headphones. Stereos may not be played openly. Musical instruments may be played with the consent of the faculty.

CORRIDORS

There will be no posting of signs or temporary attachments of any sorts allowed except by written permission of the architectural administration.

LOBBY

There will be no posting of signs or temporary attachments of any sorts.

GALLERY

There will be no posting of signs or temporary attachments of any sorts allowed except by written permission of the architectural administration.

ROOF TERRACE

There will be no posting of signs or temporary attachments of any sorts.

GENERAL

In all areas no offensive written language and graphic material will be displayed. Machine cutting and painting of material will take place in designated areas only. Toxic glues, paints, and chemicals may be used in designated areas only, but not in individual studio spaces. Access to the studio spaces will be allowed by architectural students 24 hours a day with a proper access card. At the end of the academic year all personal items will be removed and the studio area cleaned. Students must keep areas neat and orderly. Trash and garbage must be placed in proper trash receptacles. Paper, boards and model material must be stored neatly in a work area. Dispose of all cans and bottles in proper receptacles.

Important Note:

At the end of every semester the studio spaces will be thoroughly cleaned and any left-behind design projects will be removed. Design projects and personal items can not be stored in the studio space between semesters. If any studio projects or personal items are not removed by the third business day after the University's published final exam day they will be trashed and thrown away. No exceptions are given except for emergencies verified by the designated studio professors.

Finally note that no smoking will be allowed within the building. All furniture should also remain in designated areas of the building. Furniture is not to be removed or relocated to different parts of the building. No furniture is allowed on the roof terrace area.

Violators of the above mentioned policies are subject to immediate disciplinary actions such as dismissal from the Department of Architecture.

**Dr. C. Sartor, NOMA
Architecture Department Chair**