

Arts Programs Unit (DARC Building) - Lab Use and Clean-Up Policy

In order to maintain labs in the best condition possible, students and faculty are responsible for complying with the following rules. All faculty are responsible for ensuring their students comply with the following rules. Exceptions to the rules are not permitted without express written permission from DANM/AGPM staff.

- Notify DANM/AGPM staff immediately if there are mechanical problems in the studio (i.e. clogged sinks, broken equipment, lighting, etc.) or safety /security issues.
- Be aware of location of telephone, fire extinguisher, and first aid kits in your area.
- Always follow safety protocols and wear appropriate PPE required in each lab.
- Keep the floors free of objects or debris that impede safe walkways and fire exits.
- Deposit trash and recyclables in their appropriate receptacles. If the receptacles are full, empty them into the dumpsters by the DARC loading dock.
- Do not remove furniture or equipment from labs.
- Do not bring furniture or bulky items into the DARC building.
- Do not physically move installed equipment inside of labs.
- Any items brought into labs must be removed upon completion of a project.
- No food or drink in prototyping labs.
- Any personal property, materials, tools, or art projects left unattended on a shared work surface are subject to removal/disposal without notice.
- Keep tabletops and work surfaces covered/protected to prevent evidence of work from showing. Floor, wall, and tabletops should be free of paint, glue, cuts, burns, etc.
- Activities that generate saw dust, microparticles or fumes ARE NOT permitted in the Graduate Lab or Laser Cutter Lab (DARC 104). Soldering and laser cutting ARE permitted in the Laser Cutter Lab with the proper use of the built-in ventilation systems.
- Hazardous substances, power tools, spray paint, adhesives, and messy projects are only permitted in the Prototyping Lab (DARC 225), with the rolling door open. All supplies, saw dust and spills must be cleaned up immediately after working.
- Do not reconfigure the computers. This includes but is not limited to altering or deleting files or programs, installing software, and changing the appearance of the desktop.
- All labs are shared spaces. Classes, students and faculty do not have the right to “take over” any labs.

Syllabi must clearly state clean-up expectations for students, including end-of-quarter clean-up, scrubbing surfaces, sweeping floors, and proper disposal of ALL discarded materials. The program CANNOT store work. The program reserves the right to charge faculty and students for any unexpected damage, clean-up or removal of stored materials at any time during the year.

Print Name: _____

Sign: _____ Date: _____