

Tyler Architecture Building Policy

The Architecture Building Policy is based on the understanding that our work and work spaces need to reflect positively on the built environment professions that we represent in our teaching and learning. As a community we have the responsibility to take care of our building and keep it well maintained. We also need to be cognizant of the aesthetics of our work environments as well as the health and safety issues of our own building, keeping in mind that our work space is reflective of what we are charged with designing. To this end, a number of studio and lab policies have been put in place. They follow the studio policies of Tyler School of Art as a whole.

- **Bicycles are not allowed** in the building.
- **Refrigerators, microwaves or other food preparation devices are not allowed in studios and lab areas** without prior permission from the department. **Space heaters are not allowed in the building.** This is a university policy that stems from the Office of Sustainability. These items will be confiscated and removed from the studios and lab spaces.
- **No beds or cots** are allowed in the building.
- Equipment storage: Students in the first and second year have lockers in the studio. Students in 3rd, 4th, 5th and 6th year studio programs have storage units under desks. Students in the Facility Management and Architectural Preservation Programs have secure lab spaces. We ask that you keep your equipment and supplies in order, and as much as possible in the storage provided. For those who need more storage, **the storage units need to fit underneath your individual desk area.**
- Work space maintenance: **Studio areas are expected to remain broom clean and tidy.** We recognize that supplies, tools and products of intensive work cycles fill the space, at times to overflowing. But the vibrant work environment can exist in parallel with good maintenance habits that are essential in the new building. **There will be a school wide mid semester and end of semester clean up of studio spaces.** All personal items (including all equipment, materials, and creative work) must be removed from the studios and locker units at the end of the academic year. Please note: **Holds will be placed on the academic record of individuals who do not clean up their spaces** at the end of the fall semester or clear their work areas at the end of the spring semester. A hold on the academic record prohibits a student from registering for classes, from obtaining transcripts, and so on.
- Auxiliary work areas: There are ample work spaces in the building – studio and lab spaces, a 40 seat computer lab on the 4th floor, a larger woodshop, additional digital fabrication equipment and spaces, and a new spray booth on the 1st floor. **Power tools are not allowed in the studios** – they are to be used in the woodshop. **Paint and adhesives need to be sprayed in the spray booth.** No spraying in studios, in stairwells, and so on. This is both an aesthetic and health and safety issue that will be strictly enforced.
- Public spaces and community property: There is a wealth of pinup space within studios and on every floor of the building, as well as in classrooms and exhibition spaces. There are enough chairs and tables for your use. **We ask that you respect the community property as something that is shared by all,** not claimable for individual use.
- Sustainable practices: In studio work we require the use of a range and large number of supplies. We ask that **reuse and recycle** these as much as possible at the end of semesters.