

**Montana State University
School of Architecture**

Studio Policies

Since the open two story space* in Cheever Hall is the primary teaching and working space for all our majors, the following policies have been established to ensure a safe and courteous environment for all. You are asked to carefully read all of these policies as you will be held responsible for compliance. All of these policies are enforced twenty-four hours a day, seven days a week.

*These rules also apply to any and all remote studios operated by the School of Architecture. In such cases, additional restriction may apply (as required) due to the location of the remote studio.

The disciplinary action for violation of these policies are described at the end of this document

I. Health and Safety Issues

The personal safety of our students is our primary concern. The high concentration of flammable materials used in the studio areas creates a serious safety hazard that must be constantly monitored. Due to the nature of the work that is being conducted in the studio, there are an increased number of fire ignition sources. For this reason, it is essential that combustible loading be kept to a minimum. Partitions between individual work spaces must be constructed of Masonite or celotex wall board, rather than cardboard. Individual partitions may not be more than 6' high as measured from.

A. University Smoking Policy

All of Cheever Hall, as well as any remote studio, is designated NO SMOKING. If you insist on smoking you must leave the building. Be sure to use the appropriate receptacles provided for ashes.

B. Electrical Safety

Only extension cords approved (three prong-grounded cords) by the School may be used. Metal power poles are to be used in the one story spaces and will be installed by the Technician. Do not overload the electrical receptacles. Limit electrical appliances and devices to what is necessary for the function of the work station. Space heaters are prohibited. A coffee pot and microwave are available for the use of all students in the common area. Because of the availability of these appliances in the common area, they are prohibited, for fire safety reasons, in individual work spaces. Electrical extension cords must be kept off of the floor. This reduces trip hazards as well as the potential for the cords becoming frayed and arcing.

C. Exit-ways

All designated exit corridors must be kept clear of furniture, projects, or trash. Maintain clear exit paths and access to all wall and column mounted fire extinguishers. Materials may not be attached or suspended from the studio ceilings, soffit, lights, or columns. Exit paths from individual work spaces must be kept clear and unobstructed at all times. All individual exit paths must be at least 24" wide. All common exit paths serving 6 or more people must be at least 36" wide.

D. Spray Booth

All aerosol spraying, such as paints, adhesives, and fixatives, must be done within the spray booth located on the second floor. No spraying is permitted outside of the building as well. Violators of this policy will be assessed damage charges for cleaning building surfaces.

E. Bicycles, Pets, Skateboards, Etc.

University regulations prohibit bicycles and pets in the building. In addition, no skateboard or roller blades are permitted within the building. Bicycle parking is provided under the connection between Cheever and Haynes, as well as near the south entrance. Bicycles found in Cheever will be impounded by Campus Police.

F. Studio Security

Twenty-four hour access to the studios is provided through the combination lock door on the south side of Cheever. Remote studio access will be handled on an individual basis. New combinations are used at the beginning of each semester. To maintain the security of the studios do not give this combination to non-majors and do not prop open the exterior doors. If you see stranger in the building (s) after normal hours, ask if you can help them or report them to campus security. As a precaution, keep your valuables, including all drafting equipment, locked in your desk or locker

G. Alcohol and Drugs

The use of alcohol and non-prescription drugs is strictly prohibited as outlined in the Undergraduate Bulletin

II. Equipment Care

Every dollar the School spends on maintenance and repair is one less dollar available for educational resources. Students will be held financially responsible for any damage done to the building or equipment.

A. Cutting Boards

No cutting is permitted on any table, counter, or desk top surface. A cutting board, which can be purchased from the MSU bookstore, is required of every student in a studio course. They are also available from various sources in town.

B. Lockers

First year student's lockers will be located in the remote studio in room 102 of Romney Gym. The lockers will be assigned at the beginning of fall semester for use through spring semester. All lockers must be cleared out at the end of spring term and will be reissued for summer school as needed. If a locker is not emptied at that time, the lock and contents will be removed and the student will be assessed a \$5.00 fine. Do not store materials or projects on top of the lockers (storage atop of lockers may be allowed in some remote studios).

C. First Year Desks

First year students will use the A-frame desks. Since several students will use the same desk during the day/week/semester, these desks will not be signed out. All desks must be left clean at the end of each studio period to accommodate the next studio. Trashcans will be located at the end of each row of desks to help facilitate clean-up at the end of each period. Damage charges will be assessed for any damage to these desks.

D. Second Through Fifth Year Desks

Students in second through fifth year design studio course will sign out a drafting table within their designated studio space at the beginning of each semester. The condition of the

desk will be evaluated at the end of the semester, and appropriate damage charges will be assessed by the Technician. Report any desk problems immediately to the Technician. Fiber board tack will be available for purchase. No tack surfaces or other partitions may be higher than 6' above the floor or wider than the desk. To prevent further damage to the drafting desk surfaces, DO NOT ATTACH PARALLEL BARS DIRECTLY TO THE DESK. Parallel bars should be installed on a sheet of particle board or plywood, which can then be used on the desk, but not attached directly to the desk.

E. Studio Clean-Out and Project Storage

At the completion of each project, all materials relating to that project must be cleared out of the building(s). **Past projects may not be stored in the building unless officially retained by the instructor.** Any materials or projects not locked in a desk or in storage will be subject to immediate disposal. First year studios must be completely cleared at the end of each class period in preparation for the next class. Students working at night in the first year studio must clear all materials in time for the 8:00 AM class. Critique spaces are not to be used for model building or storage and must be completely cleared at the end of each period in preparation for the next critique. Critique spaces are not to be used as display areas, except at the end of each semester for Thesis student presentations. At the end of each semester a studio period will be designate for students to clean their studio space. Cleaning supplies, extra trash cans, etc., will be provided, as well as a dumpster to help facilitate clean-up.

F. Extraneous Furniture, Rugs, Etc.

Due to severe space limits in the studio area, no extra furniture or personal belongings are permitted in the studio. Any personal property not removed at the end of the semester will be subject to disposal by the School with a minimum charge of \$10.00 assessed to the student for disposal. Because of the difficulty in keeping area rugs, no rugs will be permitted in the studios.

III. Studio Behavior

A. Noise Control

Because the studios are open-planned spaces with concrete surfaces, noise can become a major annoyance. Only audio equipment with personal earphones is permitted in the studios. All speaker-equipped audio equipment found in the studios will be confiscated by the School. No shouting or loud behavior is permitted in the studio.

B. Studio Graphics

As this is a public building dedicated to the study of design of the physical environment, it is appropriate to project a professional image. Any graphic material that may be perceived as offensive, rude, or inappropriate is no permitted in the studio.

C. Computer Usage

During studio hours, students are required to utilize the networking connections for studio related use only. NO VIDEO GAMES, INSTANT MESSAGING PROGRAMS OR OTHER NON-STUDIO RELATED COMPUTER USAGE WILL BE ALLOWED DURING STUDIO CLASS TIME. Individual instructors may specify additional policies related to computer usage. In addition all students must abide by the University's computing policies which can be found at <http://www.montana.edu/wwwitc/docs/compres4.html>

D. University Conduct Guidelines

Since the studio space is a University classroom, all of the students conduct guidelines described in the Undergraduate Bulletin apply, twenty-four hours a day in addition to the above listed policies.

E.

F. Trash

It is your responsibility to clean up after yourself. Trash cans are available. It is the responsibility of each student to keep their individual work area clean and free of accumulated trash.

III. Remote Studios

A. Romney Gym

Room 102 in the Romney Gym will be used as the first year studio space. Due to the multi-use nature of the facility, students must exercise extra care, especially during evening and night hours. The restrooms are located in the shower area of the building, creating a potential usage problem. USE OF THE SHOWERS, SAUNA, POOL, AND RELATED LOCKERS IS STRICTLY PROHIBITED!! THE GYM AREA, RUNNING TRACK, AND RELATED AREAS ARE OFF LIMITS!! NO EXCEPTIONS!! Any Architecture students (or students enrolled in 151/152) caught using any of the restricted areas at any time (unless they are enrolled in a class designated for that space & are using it during class time) will be suspended. Inappropriate use of the facility could result in the Schools loss of that usage.

B. Construction and Woodworking Lab

The Cheever Hall woodworking lab is shared space. The Tech. Ed. Department uses the space as a classroom on a daily basis as does the School of Architecture's shop based classes. Classroom operation takes precedent and open shop hours are scheduled around regularly scheduled classes. A schedule of open lab hours will be posted outside the woodworking lab at the beginning of each semester. To use the lab, student must pass a laboratory safety orientation provided by the School of Architecture.

Additional policies and procedures are found in the guidelines set forth by the Dean of Education, Health and Human Development and the Dean of the College of Arts and Architecture, in the Lab Use Policy for the Construction and Woodworking Lab.

School of Architecture
Disciplinary Procedures for Studio Misconduct

The design studio space in Cheever Hall is a twenty-four hour laboratory intended for instructional purposes only. As such, the University conduct guidelines as described on page of 36 of the Undergraduate Catalog will be enforced. These guidelines prohibit the obstruction or disruption of teaching activities and disorderly conduct in the University facilities. In addition to the general conduct guidelines, the School of Architecture distributes additional studio conduct regulations to every studio student at the beginning of the academic year. Additional copies of these regulations are available from the technician or School of Architecture office.

The following sequential action will be initiated against individuals violating these policies to ensure that a reasonable work environment will be maintained in the studios.

1. Verbal Warning

A student accused of violating studio conduct will receive a verbal warning either from their instructor, the building supervisor or the director. No formal written record of this action will occur.

2. Written Warning

A repeat offense will result in a written warning that will be placed in the student's file in the School of Architecture. This warning may be initiated by the instructor, the building supervisor or director.

3. Student Conduct Board

Further abuse of studio policies will be forwarded to the Dean of Students for disciplinary action. The following progressive actions by the Dean of Students are possible:

- A. A letter describing the offense will be placed in the student's University file.
- B. Hearing before the Student Conduct Board which will result in one of the following actions:
 - 1. No action taken.
 - 2. Given probationary status. With that step, the student will not be permitted to work in the studio.
 - 3. Suspension from the University.