

**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 polices have been established to ensure a safe and courteous environment for all. You are asked to carefully read all of these polices as you will be held responsible for compliance. All of these polices 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 polices 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 the floor.

A. University Smoking Policy

Montana State University, as well as any remote studio, is designated NO SMOKING. If you insist on smoking you must leave the MSU campus.

B. Electrical and Fire Safety

Only extension cords approved (three prong-grounded cords) by the School may be used. Metal power poles are to be used in the 2nd floor space and will be installed by the Technician. Do not overload the electrical receptacles. By order of the University Fire Marshall space heaters, refrigerators, microwaves, coffee pots or other cooking appliances are not allowed in individual work spaces. No extension cords or network cables are allowed in walkways.

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. Flammable materials may not be attached or suspended from the studio ceilings, soffit, lights, or columns. No overhead coverings or structures will be allowed. 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. No dead end corridors longer than 20' are allowed.

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 card reader on the south entrance 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 prop open the exterior doors. If you see stranger in the building 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

H. 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.

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 Cheever first year studio. All lockers must be cleared out at the end of each 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 contents discarded. Do not store materials or projects on top of the lockers (storage atop of lockers may be allowed in some remote studios).

C. Student Work Stations

First year students will use the A-frame desks. Trash cans will be located in the 1st year area to facilitate clean-up.

Students in second through fifth year design studio course will use work stations within their designated studio space at the beginning of each semester.

Report any desk problems immediately to the Technician. By order of the University Fire Marshall tack surfaces or other partitions may not 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. Back boards and side divisions between individual work stations must be Masonite or Celotex. Frames for divisions must be constructed of 1"x 4" material or smaller. 2 shelves of no more than 12" deep can be attached to back of desk. Appropriate charges will be assessed if damages occur to work stations.

D. Studio Clean-Out and Project Storage

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 designated 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. Past projects may not be stored in the building unless officially retained by the instructor.

E. 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. 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 not permitted in the studio.

C. 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.

D. Cheever Craft Shop

The Cheever Hall woodworking lab is shared space. Classes take 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 mandatory safety orientation provided by the School of Architecture.

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 in 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.

i. 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.

ii. 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.

iii. 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.