

# BUILDING POLICIES

Welcome to the University of Michigan Taubman College. This handout describes policies concerning the use of the Art & Architecture building and design studios. Building and studio citizenship acknowledges a respect for shared spaces and experiences. Start with good habits — make thoughtful and beautiful things.

The Art & Architecture Building has been shared by Taubman College and the School of Art & Design since 1974. As a shared space, we have many combined building policies and services. Taubman College occupies the south side of the building and the new Taubman wing, which includes studio spaces on the third floors and the FABLab on the first floor. Classrooms, exhibition spaces, and faculty and administrative offices are on the first, second, and third floors. Art & Design occupies the north side of the building. The courtyard and campus computing site are two examples of shared and communal space.

## Access

The building is open and unlocked fall and winter terms from 7 a.m.–10 p.m. weekdays; 7 a.m.–7 p.m. weekends. After hours, members of the Art & Architecture community can use their MCard at the main building entrances to access the building.

## Safety

**First Aid:** First-aid kits, located throughout the building, across from the Media Center, and in the Dean's office, are supplied to treat minor cuts and injuries. Send an email to [aaa-services@umich.edu](mailto:aaa-services@umich.edu) if they need replenishing. Report any serious injuries to the Dean's Office and seek treatment at the University Hospital. In case of emergency contact 911.

**Security:** Public Safety can be reached at 734.763.1131 [3-1131 from campus phones]. Please report any suspicious or threatening behavior to Public Safety. Use smart decision-making related to your personal safety. Personal and equipment security is everyone's responsibility.

**Weather/Fire:** In case of severe weather, proceed to the first floor southwest corridor.

In the case of fire, exit the building immediately. Evacuation plans are posted on each of the bottom and top floor stairwells.

**Lockers:** The building has lockers available for Taubman College student, faculty, and staff storage, located on the first floor south hallway. Registration is not required; simply place a lock on a locker of your choosing. Lockers must be vacated prior to the end of the academic year. The locker is college property and standards of maintenance must be adhered to. For related policies, visit: [taubmancollege.umich.edu/lockers](http://taubmancollege.umich.edu/lockers).

**Lost and Found:** Contact the Taubman College Facilities Manager, Kelly Moore, Room 2105 (office hours: 9 a.m.–6 p.m.), [kjmoore@umich.edu](mailto:kjmoore@umich.edu), or 734.763.3132.

## Furniture and Desks

Each student is provided with a desk and chair. Each desk has three locking drawers, one of which uses a key. Keys are available from the Facilities Office (Room 2105, 734.763.3132) between 9 a.m. and 6 p.m.; a refundable \$20 deposit is required. Bring Student I.D. and key number (normally located inside the locking cabinet). Students are advised to secure personal possessions and valuable equipment in locked drawers whenever leaving the desk area, including overnight and weekends. Valuable items should be removed during break periods.

Do not bring additional furniture into the studio nor remove the existing furniture from the studio for any purpose. Under no circumstances are the desk to be disassembled or have additional components attached. Use a protective surface, such as a cutting mat, when cutting materials at the desk. Please contact the facilities office for issues related

to the functioning of the desks and chairs. Please post your name in a clearly visible location on your desk. At the end of each term remove all materials from your desk and surrounding area.

Per fire code, a clear circulation corridor through and around each studio must be maintained at all times. These 'corridors' are marked by swatches of orange paint on the floors. DO NOT OCCUPY THESE ZONES. Appliances are NOT permitted in the studios, including refrigerators, microwaves, space heaters, and cooktops. Pets are NOT permitted in studio. Bikes are NOT permitted in the building.

### **Common Areas**

There are lounges and seating areas throughout the building. There is no reservation of these spaces, and they are not for use for building or storage. They serve as informal meetings areas and places to relax away from studio. As with the review spaces, leave the space better than you found it.

The 'Commons,' lounges, meeting rooms, and classrooms may not be used for building models or other large-scale studio-based work. Do not move furniture or furnishings out of their designated rooms.

### **Storage**

There is no space for storing student work beyond your immediate studio area. Public spaces are for reviews and exhibitions — not storage. Work left in public spaces, including circulation corridors, is vulnerable to removal and vandalism. Protect your work. Document your work. Back up your work. Don't leave your work laying around.

### **Re-Use and Recycling Bins**

Large bins for material that can be reused by someone else are located near the north stairs in the East Wing. This material may include, but is not limited to, chipboard, cardboard, foamcore, wood, and scrap materials. Large recycling bins are located there as well. Place smaller items in the appropriate trash and recycling containers located throughout studio and capstone spaces.

### **"Dirty Work" and "Clean Work"**

The third floor is designed for computing, drawing, and model making. If models require materials like plaster, concrete, wax, and large scale pieces of wood, then this work

should be done with supervision in a very limited area. Each student is responsible for promptly removing the resulting waste and spills. Absolutely NO plaster or concrete can be poured into the sinks or drains.

### **Spray Booth**

If you are using any media with fumes (paints, thinners, foam cutting, solvents, spray adhesives), do this work only in the spray booth. This is a hooded, filtered enclosure on the east end of the third floor. You must turn it on in order for the toxic gases to be properly vented and exhausted out of the building. Do not spray in hallways, common studio areas, or on surfaces outside of the building. Hazardous materials, such as resin, are not permitted in the studio, including the spray booths. Notify the Facilities Manager of any missing or clogged air filters.

### **Review Spaces**

These spaces can be reserved by faculty online or through Stacey Shimonos [Room 2326, AATW]. A few tips on review etiquette: do not step on chairs when hanging work; keep circulation aisles clear for safe and easy passage; share chairs and moving partitions equally among spaces; leave all spaces better than you found them.

### **Semester's End**

At the end of every semester each student is responsible for disposing of all trash, including unwanted models and drawings. Students are also responsible for recycling paper and sorting materials for reuse by others. During the fall to winter break you may leave your materials secured in your desks. The College does not assume responsibility for any work or personal belongings left in the studio. On the first official day of class in the winter term, move your belongings to your new desk in your new studio. Models may not be stored in the building. At the conclusion of each semester, dismantle any models and bases you do not wish to take home. Dump reusable and recyclable material in the appropriate bins. Any material or model deemed unusable by others should be taken to the dumpster located by the loading dock.

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Building questions? Contact the Taubman College Facilities Manager, Kelly Moore, Room 2105 (office hours: 9 a.m.-6 p.m.) at [kjmoore@umich.edu](mailto:kjmoore@umich.edu).

[taubmancollege.umich.edu/resources](http://taubmancollege.umich.edu/resources)