University of Michigan

School of Art & Design

Faculty / Graduate Studios
Handbook
2012 – 2013
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Welcome to the Faculty / Graduate Studios

The following guidelines and practices are presented here to encourage a collegial environment and to facilitate collaborative and individual productivity.

An effort has been made to create practices that rely on individual responsibility for clear and open communication to the group. Respecting these guidelines will provide equitable and expedient access to the studio’s resources. Whenever possible we have avoided guidelines that require seeking permission to access our shared resources, relying instead on open communication with our colleagues about our intentions and needs.

With these principles in mind, guidelines have been posted in each of the common areas and workshops. White boards are also posted at each of the work areas for communicating our needs and intentions for these resources.

This handbook brings together the individual guidelines posted at each common area and workshop, and provides additional information about our shared resources and responsibilities.

The Faculty/Graduate Studios Committee
artdes-fgscmt@umich.edu

Faculty/Graduate Studio Users
artdes-fgstudios@umich.edu
Individual Areas and Safety

Individual Studios

An individual studio is provided to each graduate student and tenure/tenure-track faculty member. Studios are occasionally provided to visiting artists.

Each studio is provided with a wood-block worktable, a stool, and a locking metal storage cabinet. Individuals may provide additional furniture or equipment they need. Furnishings can be attached to the walls as long as they are removed and the wall is repaired when the studio is vacated. One wall in each studio has a plywood substrate beneath the homasote surface that can accommodate heavier loads. Floor plans indicate this wall with a dashed line. Request a floor plan from the Faculty/Graduate Studios Committee at:

artdes-fgscmte@umich.edu

The building cleaning service does not enter individual studios. Therefore, each studio user is responsible for emptying trash into the large trash cans in the loading dock, for sweeping or vacuuming the floor, and any other individual studio cleaning.

Report maintenance problems and heating and air-conditioning problems to Peter Jansen at:

jansenp@umich.edu or 615-5973

Radios and Music

Headphones should be used inside individual studios and common areas because there are no sound barriers between rooms.

Vacating or Checking Out of Studios

Graduate students need to complete a studio checkout form prior to leaving their studios. The forms are available from Wendy Dignan.

It is the responsibility of each studio user to leave their studio empty with clean walls and floors when they vacate their studio. Repaint walls and make repairs if necessary to leave the room in good condition for the next user. Wall paint is available in the metal storage cabinet closest to the bridge in the large common work area. Providing other materials and supplies for your projects and for returning the room in good condition is the responsibility of each user.
Building Access and Key Card

Exterior Doors and Locks

To provide security to the Faculty/Graduate Studios, only two doors can be opened from the outside and both are accessed by card readers. They are located at the front entrance and at the back (south) side of the loading dock area. The card readers log all users at these two entrances. All Art & Design faculty, staff, and graduate students can enter the studio building with their MCard. Several university cleaning staff also have access. All other doors are emergency exits and do not have door handles on the outside. Please do not leave these doors unattended if you prop them open. Be sure to close the large exterior loading dock doors when you are finished using them. Although no alarm will sound if emergency doors are propped open, a message is sent to a central location if the door stays open for a prolonged period of time.

Individual studios are lockable. Peter Jansen issues a key for each studio and can also replace lost keys. If you lock yourself out of your studio, contact either Peter Jansen or the chair of the Faculty/Graduate Studios Committee who both have master keys.

Access for Colleagues and Collaborators

Key card access can only be granted to University of Michigan students and employees. Send requests to artdes-fgscmt@umich.edu, including the following information:

- full name
- uniquename
- U of M ID number
- start/end dates for access

Peter Jansen will arrange for key card access and a message will be sent to all studio users informing them about who will be granted access.

Access to non-A&D collaborators will be renewed each semester for long-term projects.

To allow non-U of M colleagues access to the building, the guest will need to be let in by his or her host.

Studio Move Requests

If you wish to exchange studios with a colleague who has agreed to the change, feel free to make the change at any time. Please inform the Faculty/Graduate Studio Committee so we can move your nametags and update our records.

artdes-fgscmt@umich.edu

Third-year graduate students move out of their studios during the month of May and new graduate students are assigned studios at the end of August. Between these two dates is a
convenient time for ongoing graduate students to request a change of studio. Graduate students should contact the Faculty/Graduate Studio Committee to request such a change.

Safety

Doors and Locks

To provide security for the Faculty/Graduate Studios, only two doors can be opened from the outside and both are accessed by card readers. They are located at the front entrance and at the back (south) side of the loading dock area. All other exterior doors are emergency exits and do not have door handles on the outside.

For everyone’s safety, please do not leave doors unattended if you prop them open and be sure to close the large exterior loading dock doors when you are finished using them.

Public Safety Patrols

U of M Public Safety includes our building area on their regularly visited patrols.

Parking Lot

The Green Road Commuter Parking Lot (NC37) is an AATA Park & Ride Lot and does not require parking passes or tags. All parking is free. There is an Emergency Blue Phone located between the two bus booths at the east end (entrance end) of the parking lot.

Safe Ride

A University of Michigan program, called SafeRide, pulls together the various late-night ride options into one convenient number. Students can reach the service by calling (734) 647-8000.

Additional information and URL’s for S.A.F.E.WALK/Night Van, Ride Home, Emergency Ride Home Program, and Night Ride programs is included below under the heading “University Of Michigan Transportation Safety Programs.”

Exterior Lighting

There are exterior lights along the entrance ramp to our building, above each emergency exit, along the top of our building, in addition to the parking lot lights.
Interior Lighting

Emergency lights:
There are two or three lights in each hallway and at the top of stairs that will stay lit 24/7 even if all switches are turned off. Several large lights in the common areas also remain lit even when all light switches are turned off. This is for safety. If you note that this is not the case, contact Peter Jansen.

Studio lights:
Individual studios have motion detectors and their lights will turn off automatically after 10 minutes if the studio is unoccupied. To keep your studio light off, press and release the left half of the light switch. To turn it back on again, press and release the left switch again.

Fire Extinguishers and First Aid Kits

Fire extinguishers are located at the end of each hallway and in each shop area. First aid kits are located in the kitchens upstairs and downstairs, and in the wood shop. Eye flush kits are located at each utility sink.

Public Phones (local calls)

Public phones for emergency and local calls are available in each kitchen and in the wood shop. Dial "9" to get an outside line.
University Of Michigan Transportation Safety Programs

The following information is found at: http://www.studentaffairs.umich.edu/article/6124

S.A.F.E.WALK/Night Van
A campus accompaniment service that functions as an alternative to walking alone on campus at night. Coordinated by staff at DPS, S.A.F.E.WALK/Night Van is free of charge and available to all members of the University community. During the fall and winter semesters, the service is provided daily from 10:00 p.m. to 3:00 a.m. Students can call (734) 763-WALK to request a van to transport them to their destinations. An employee from U-M Transportation Services will go to campus locations and drive students to the requested location (within a one-mile driving radius of Central and North campuses). During non-service hours, DPS will identify alternative service providers.

Ride Home
Transportation Services will provide free shared-ride cab service to students’ residence halls from the Shapiro Library, Duderstadt Center, or Medical Campus after transit buses and shuttles have concluded daily services. Additional information can be found at http://pts.umich.edu/taking_the_bus/special_services.php.

Emergency Ride Home Program
Provides free cab rides in emergency situations for faculty, staff, students and temporaries who use alternative parking (van poolers, bus commuters, bicyclists, walkers, etc.) or off-site parking locations. To request a ride, students may call the Department of Public Safety at (734) 763-1131.

Night Ride
A late night, shared ride taxi service that is operated in cooperation with the Ann Arbor Transportation Authority and local taxicab companies. The service is available seven nights a week: Monday-Friday beginning at 11:00 p.m. and Saturday and Sunday beginning at 7:00 p.m. The cost is $5.00 per passenger. Night Ride trips must be scheduled by phone reservation at (734) 528-5432. Their information can be found at www.theride.org/nightride.asp.

The following information is found at: http://www.rackham.umich.edu/student_life/living_in_ann_arbor/safety/

State Street Ride
Free after-hours taxi service from any U-M building to the South State Street Commuter (Park and Ride) lot after buses have concluded daily service. To request a ride, phone Blue Cab directly at 547-2222. The service is available Monday through Friday from 10:00 p.m. to 6:00 a.m.

SAFEWALK
S.A.F.E.Walk is the University’s free nighttime walking service. A trained Student Assistant from the Department of Public Safety will walk or drive you to your destination. S.A.F.E.Walk is available from any central or north campus building/location to any destination within a 20-minute walk or a 1-mile drive of the central/north campus diags. S.A.F.E.Walk is available 10:00 pm - 3:00 am, 7 days a week. Stay safe—call S.A.F.E.Walk at 763-WALK.
Night Ride
The Ann Arbor Transportation Authority subsidizes a low-cost, shared-ride nighttime cab service, called Night Ride, that runs within the city limits. Night Ride operates from 11:00 p.m. to 6:00 a.m. Monday through Friday, 7:00 p.m. to 7:30 a.m. Saturday and Sunday, and all passengers pay a fixed fare of $5.00 per person, regardless of the distance traveled in Ann Arbor. For information, call 528-5432.

Ride Home
Ride Home is a free shared-ride taxi service for students, faculty and staff to their residence hall, parked vehicle or local residence. This service is available after University transit buses and shuttles have concluded daily service: from 2 a.m. through 7 a.m., seven days a week. On Central Campus, rides are available from the Shapiro Undergraduate Library. To request a ride, phone Blue Cab directly at 547-9800 on a phone provided by the Library. From the Medical Campus, rides start at the Maternal and Child Health Center (MCHC) entrance. Riders can book their own rides, starting from 1:20 a.m. On North Campus, rides are available from the Duderstadt Center, where the staff book the trips for the passengers. You must show your valid U-M ID to the driver.

In case of an emergency, you can also call the Department of Public Safety at 763-1131 to request a ride.
Transportation

Parking Lot

Parking is free.

The Faculty/Graduate Studios are located at the Green Road Commuter Parking Lot (NC37) that is an AATA Park & Ride Lot and does not require parking passes or tags.

Ann Arbor City Buses

Ann Arbor city buses are free by swiping your Mcard ID.

The AATA Park & Ride program provides free parking and free rides to/from the parking lot at the Faculty/Graduate Studios (Lot NC37).

http://www.theride.org/
AATA Route 22 – connecting to Art & Architecture Bldg., North Campus
AATA Route 2 – connecting to medical campus, central campus and downtown Ann Arbor

University Buses

UMHS Intercampus Bus (Mon-Fri only) – connecting to Art & Architecture Bldg. and medical campus.

http://pts.umich.edu/taking_the_bus/routes

Bicycles

Bicycle racks are located at the southwest corner of the building (in back). The loading dock door at this location has Mcard access.
Wireless Network and Printers

Wireless Network

Wireless network access is available throughout the faculty/graduate studios via “MWireless.” You will need a University of Michigan uniquename and account in order to log into “MWireless.” Contact A&D IT at the following address if you are having difficulty accessing the building’s wireless network.

artdes-it@umich.edu (A&D IT Help)

Laser Printers

Two laser printers are available at the faculty/graduate studios – one downstairs near the elevator and one upstairs in the kitchen. Both are available for faculty and graduate students.

Report the need for printer paper to the Faculty/Graduate Studios Committee at the address below. A&D IT is NOT responsible for providing paper.

artdes-fgscmt@umich.edu (Studios Committee)

Report printer problems to A&D IT and copy the Faculty/Graduate Studios (see addresses above).
Laser Printer Setup and Drivers

Downstairs: HP Laserjet 5100 with IP Address: 141.211.24.133

Upstairs: Brother HL-5250 with IP Address: 141.211.24.132

Setup
Open System Preferences
Open Print & Fax
Click the "+" at the bottom of Printers list
Protocol: set to Line Printer Daemon - LPD
Address: type in the IP address of the printer you want to use (see numbers above)
Queue: leave blank
Name: enter a name that reminds you which printer this is (i.e., Studios HP Laserjet)
Location: enter a place that reminds you where it is (i.e. Studios Downstairs)
Print Using: If it does not automatically list the correct printer model here, or if it lists a
generic printer, then select "Select Printer Software", Type the brand-name of the printer,
and select the model number.**
Click Add

(If you are asked for more settings after clicking "add," just accept the default and click OK.)
Close System Preferences

The printer should now appear in the list of printers for each print job you perform.

**If you can't find the Brother HL-5250 driver in the list, you will need to go to Brother's website and download a driver.
Visitors and Meetings

Scheduling Meetings and Inviting Groups

Send an email to all studio users and staff at the address below in advance of events in the common areas or if you are bringing in groups of people to your studios to let your colleagues know about your plans and to avoid conflicts.

artdes-fgstudios@umich.edu (Studio Users)

Access for Colleagues and Collaborators

Key card access can only be granted to University of Michigan students and employees. Send the request with the following information to:

artdes-fgscomt@umich.edu (Studio Committee)

• full name
• uniquename
• U of M ID number
• start/end dates for access

Peter Jansen will arrange for key card access and a message will be sent to all studio users informing them about who will be granted access.

Access to non-A&D collaborators will be renewed each semester for long-term projects.

To allow non-U of M colleagues access to the building, the guest will need to be let in by his or her host.
Maintenance and Modifications

Housekeeping and Maintenance

Housekeeping Does Clean:
A University of Michigan housekeeping crew maintains the two large common areas, bathrooms, corridors, stairways, and the main entrance of the faculty/graduate studio building and the kitchen floors. They vacuum floors, empty trash cans, clean bathrooms, and maintain the utility sinks throughout the facility. They also empty the large trash containers located inside the loading dock.

Housekeeping Does NOT Clean:
The housekeeping crew does not clean kitchen appliances, dishes, counters, or tables. They do clean the kitchen floors.

The housekeeping crew does not enter or clean inside individual studios, the wood shop, metal shop, or digital studio. Studio users are responsible for maintaining these areas.

Cleaning Supplies and Equipment

The following items are available for individual use to maintain individual studios, the kitchens, and workshops. Please return these items as soon as you finish using them so others can have access to them.

Brooms and dustpans are located in the dusty common area on the south wall.
One shop-vac is in the dusty common area downstairs and another in the kitchen upstairs. Please return them to these locations so others can easily find them.

Maintenance

Report maintenance needs to Peter Jansen at jansenp@umich.edu. This includes problems with lighting, heating, air-conditioning, doors, locks, plumbing, electrical circuits, and shop equipment and tools.
Trash, Scraps, and Recycling

Recyclables

A recycling dumpster for bulk or large items is located at the southwest corner of the building, outside the south loading dock door (door is card key accessible). Acceptable and unacceptable recycle materials are listed at the end of this document.

Small recycle bins are located in the kitchens.

General Waste

General waste containers are located in the kitchens and next to utility sinks for small items and in the loading dock for large items.

The building cleaning service does not enter individual studios, therefore, each studio user is responsible for emptying their trash into the large trash cans in the loading dock.

Scraps and Building Materials

Scrap materials and debris should be cleared daily from workshops and common spaces by each studio user and taken to the large waste bins inside the loading dock. Place oversized items near the large waste bins in the loading dock.

Acceptable Recycle Items

- Glass bottles and jars, (but no ceramics, no mirrors, no sheet glass)
- Paper and cardboard, (but no tissue, hand towels, napkins, or paper plates/cups)
- Tin/Steel cans, scrap metal, and aluminum are accepted
- Plastic #’s 1, 2, 4, 5, 6, 7 (but no Styrofoam, motor oil bottles, plastic bags or lids)
Paint, Ink, and Solvent Waste Disposal

The school and university will collect unused paint, ink, solvents, as well as paper or cloth rags soaked in paints, inks, or solvents once each semester. Studio users will be responsible for keeping these waste materials in their individual studios at or near the point of generation until these collection times and according to the guidelines below. Soaked rags must be kept in metal safety cans in the individual studios until group pickup times.

Paint, Ink, and Solvent Disposal

Paint, ink, and liquid solvents should be kept in individual studios and stored in labeled containers (preferably the original containers) until disposal. All containers used for waste must be kept in good condition and the material the container is made from must be compatible with the waste going into it. Containers must also be kept closed at all times unless they are actively being filled. In addition, hazardous waste labels (available from Peter Jansen) must be attached to each container of waste material and kept visible. The contents of the waste must be identified on the label. See below for sources for purchasing empty solvent waste containers.

An email announcement will be sent once per semester to collect unwanted paint, ink, and liquid solvents. Instructions on when and where to place the waste materials will be included in the email. The unwanted materials must be in fully labeled containers when they are collected so the university knows how to properly dispose of the material and the container.

Paint Rags

Rags (cloth and paper) soaked with paint, ink, and solvents must be disposed in metal safety cans inside individual studios until group pickup times. The metal safety cans are necessary because many solvents and media (like turpentine and linseed oil) are especially volatile or combustible. An email announcement will be sent once per semester with instructions for disposing the soaked rags from the metal safety cans. A metal drum will be made available at that time and each studio user will be responsible for emptying the contents of their own metal safety can into the provided drum and the facility manager will be responsible for the drum remaining sealed when not being filled to prevent spontaneous combustion. The crews that collect the waste will not empty individual metal safety cans.

Empty Paint, Ink, and Solvent Container Disposal

Allow your empty paint cans and empty solvent containers to dry completely and then dispose of the empty container in the regular trashcans at the loading dock. This applies to both water-based and oil-based empty containers.

Empty Aerosol Paint Can Disposal

Dispose empty aerosol paint cans in the regular trashcans at the loading dock or in the spray room. Do not leave empty aerosol cans on shelves or the floor of the spray room. Keep aerosol paint cans that are not empty inside the yellow metal cabinet in the spray room. Non-empty
aerosol cans need to be disposed of as waste following the guidelines laid out in the “Paint, Ink, and Solvent Disposal” section of this guide.

Purchasing Metal Safety Cans and Waste Containers

Each studio user who collects liquid solvent waste or solvent-soaked rags will be responsible for purchasing appropriate waste containers. Graduate students may use their discretionary grants for such purchases.

Rags should be stored in metal safety cans with step flip lids such as the item found at the following URL:


Dirty or used solvents can be stored in disposable metal cans such as the item found at the following URL (**note that you also need to order lids for this item):

http://www.containerandpackaging.com/item/C063

Contact Peter Jansen if you have questions about recommended products.

Additional Information about Ann Arbor and Washtenaw County Resources

www.a2gov.org/recycle
www.recycleannarbor.org
Materials Storage

Large Materials

Material storage racks and bins are provided outside the wood shop for large sheet material and dimensional lumber. Label your materials with your name and a “use-by” date. Unlabeled materials are assumed to be free for anyone’s use or disposal.

Heavy-duty carts and hand trucks are available in the loading dock for moving materials. Please return these to the loading dock for the next users.

Small Materials, Supplies, and Scraps

Non-oversized materials and supplies should be stored in individual studios and not in the wood shop, on tables or in hallways. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans for larger waste items. Do not store small scraps of lumber in common areas – either dispose of them immediately or take them to your studio.

Modifications and Equipment Requests

Studio users are encouraged to identify new resources and facility improvements that will benefit the group by submitting ideas to the Faculty/Graduate Studio Committee. Recommendations will be evaluated with respect to group needs and opportunities, cost feasibility, and consistency with the intended use of the studio facilities.

Submit requests for new equipment or for modifications to individual studios, workshops, or common work areas to the Faculty/Graduate Studio Committee at:

artdes-fgscomt@umich.edu

Include enough information to let the committee understand the reason or need for your request. Be clear about whether this is an individual request or a request that will affect other facility users.

The committee will review requests during their meetings (2 per semester) and report back with an answer or a request for additional information if it is needed to facilitate a response. Urgent needs will be considered more quickly.

Expensive requests that are approved might be delayed until they can be included in the school’s budgeting process.
Shared Areas

Common Clean Area

The Common Clean Area is for non-dust generating projects.

Work Area

The common areas are available on a first-come-first-serve basis to graduate students and faculty for active projects lasting up to one semester. An extension beyond one semester may be requested. In order to keep this space available for active projects, the common areas are not to be used as long-term storage for materials or for completed works.

Tables, Floors, and Tools

To keep work areas available for other users, leave the area clean at the conclusion of each day. Tables should be cleared each day to accommodate other users (or leave a note with your name and completion date providing a reason for not clearing the table.) Floors should be vacuumed each day if you generated debris. Hand tools are not to be taken into individual studios, but should be returned to their storage cabinets each day so others can find them.

Materials and Waste

Materials should be stored in individual studios, the material racks, or storage bins and not on tables or in hallways. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans for larger waste items.

It is the responsibility of each user to leave the area empty and clean at the conclusion of the sign up period. Repaint walls and make repairs if necessary to leave the area in good condition for the next user. Wall paint is available in the metal storage cabinet closest to the bridge.

Sign up

Put your name, start and end dates, and a very brief description of your project on the white board near the elevator. Leave space on the white board to accommodate others who want to schedule subsequent projects. Label all large items left in the common area with your name and the removal or completion date for each item so you can be contacted if a question arises about your items.
Common Dusty Area

The Common Dusty Area is for dust generating projects.

Work Area

The common areas are available on a first-come-first-serve basis to graduate students and faculty for active projects lasting up to one semester. An extension beyond one semester may be requested. In order to keep this space available for active projects, the common areas are not to be used as long-term storage for materials or for completed works.

Tables, Floors, and Tools

To keep work areas available for other users, leave the area clean at the conclusion of each day. Tables should be cleared each day to accommodate other users (or leave a note with your name and completion date providing a reason for not clearing the table.) Floors should be vacuumed each day if you generated debris. Hand tools are not to be taken into individual studios, but should be returned to their storage cabinets each day so others can find them.

Materials and Waste

Materials should be stored in individual studios, the material racks, or storage bins and not on tables or in hallways. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans for larger waste items.

It is the responsibility of each user to leave the area empty and clean at the conclusion of the sign up period. Repaint walls and make repairs if necessary to leave the area in good condition for the next user. Wall paint is available in the metal storage cabinet closest to the bridge.

Sign up

Put your name, start and end dates, and a very brief description of your project on the white board near the gray metal storage cabinets. Leave space on the white board to accommodate others who want to schedule subsequent projects. Label all large items left in the common area with your name and the removal or completion date for each item so you can be contacted if a question arises about your items.
Project Rooms

Project rooms are available on a first-come-first-serve basis to graduate students and faculty to conduct short-term work lasting up to 4 weeks. They will be converted to studios as needed when new students and faculty arrive.

It is the responsibility of each user to leave the room empty with clean walls and floors at the conclusion of each project. Repaint walls and make repairs if necessary to leave the room in good condition for the next user. Wall paint is available in the metal storage cabinet closest to the bridge in the large common work area. Providing other materials and supplies for your projects and for returning the room in good condition is the responsibility of each user.

Sign up

Put your name, start and end dates, and a very brief description of your project on the white board next to the project room. Leave space on the white board to accommodate others who want to schedule subsequent projects.
Wood Shop

The common work areas are available on a first-come-first-serve basis to graduate students and faculty. In order to keep this space available for active projects, the wood shop is not to be used as long-term storage for materials or completed works.

It is the responsibility of each user to leave the area clean at the conclusion of each day. Floors and tools should be vacuumed each day if you generated debris. Hand tools are not to be taken into individual studios. All tools should be returned to their storage cabinets each day so others can find them.

Materials and Waste

Materials must be stored in individual studios, the material racks, or storage bins and not in the wood shop, on tables or in hallways. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans if they do not fit inside.

Dust Collection

Use the dust collection system while using any power tool. The power switch for dust collection is at the top of the large vacuum machine near the metal pillar. (Follow the power cord to find the switch.) Close all individual power tool duct ports except for the machine you are using in order to generate adequate suction. A floor duct is available near the sink to assist in cleaning dust from the floor.

Table Saw (and other power tools)

The table saw should be used with great care to prevent injuries. Contact the Faculty/Graduate Studios Committee if you do not know how to use this equipment and wish to receive training.

Changing Saw Blades

New saw blades are stored in the tool chest in the wood shop. When you install a new saw blade, put your name and the date on the list mounted near the door. Place the old saw blade in the drawer marked for used saw blades. Send an email to the Fac/Grad Studios Committee if you install the last saw blade so we know to purchase new blades. Contact the Fac/Grad Studios Committee if you need help to change a blade.

Changing Drill Bits

Drill bits are stored in the tool chest in the wood shop. Return unused bits to this location.

Sign up

Put your name and dates on the white board in the wood shop to notify other users of your need for specific pieces of equipment in this shop. Leave space on the white board to accommodate others who want to schedule subsequent projects.
Metal Shop

The common work areas are available on a first-come-first-serve basis to graduate students and faculty. In order to keep this space available for active projects, the common areas are not to be used as long-term storage for materials or for completed works.

It is the responsibility of each user to leave the area clean at the conclusion of each day. Floors and tools should be vacuumed each day if you generated debris. Hand tools are not to be taken into individual studios. All tools should be returned to their storage cabinets each day so others can find them.

Materials and Waste

Materials must be stored in individual studios, the material racks, or storage bins and not in the wood shop, on tables or in hallways. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans for larger waste items.

Sign up

Put your name and dates on the white board in the metal shop to notify other users of your need for specific pieces of equipment in this shop. Leave space on the white board to accommodate others who want to schedule subsequent projects.
Documentation Room

Project rooms are available on a first-come-first-serve basis to graduate students and faculty. They will be converted to studios as needed when new students and faculty arrive.

It is the responsibility of each user to leave the room empty with clean walls and floors at the conclusion of each project.

Removing Equipment for Large Projects

Photo and lighting equipment from the documentation room may be removed from the room for one day at a time to document large projects but the equipment must stay in this building. The equipment must be returned at the end of each day without exception. If equipment is taken from the room to document a large project, list the item on the white board with a date and room number or location where it can be found during that day.

Keep the backdrop paper on the original rolls and keep the rolls upright so they do not become dusty from the floor. Store small equipment in the metal cabinets.

Sign up

Put your name, start and end dates and times on the white board next to the project room. Leave space on the white board to accommodate others who want to schedule subsequent projects.
Digital Studio

The Digital Studio and equipment are available on a first-come-first-serve basis to graduate students and faculty for 4-hour reservation periods. If no one has signed up when your reserved time ends, you may sign up for another 4 hours.

Email requests for software and hardware to the Faculty/Graduate Studio Committee (artdes-fgscmt@umich.edu).

It is the responsibility of each user to leave the room empty and clean at the conclusion of each reservation period.

Food and drinks are not allowed in the digital/video room.

No storage is allowed in the digital studio.

Report hardware and software problems to the A&D IT group (artdes-it@umich.edu), and copy the Faculty/Graduate Studio Committee.

Sign up

Put your name, date, start and end times, and computer 1 or 2 on the white board next to the digital studio. Leave space on the white board to accommodate others who want to make subsequent reservations.

Currently Installed Software

- Adobe CS5.5 Design Premium bundle (Acrobat Pro, Dreamweaver, Fireworks, Flash Pro, Illustrator, InDesign and Photoshop Extended)
- Adobe After Effects Pro CS5.5
- Apple Final Cut Express 4
- Apple Final Cut Pro 10
- Apple Final Cut Studio 3 (Cinema Tools, Color, Compressor, DVD Studio Pro, Final Cut Pro, Motion and Soundtrack Pro) The Final Cut Studio 3 license comes from the Duderstat
- iLife '11
- Mac OS X 10.6 (AKA Snow Leopard)
Spray Room

The spray room is available on a first-come-first-serve basis to graduate students and faculty. In order to keep this space available for active projects, it should not be used as long-term storage for materials or for completed works. Label any materials you leave in the spray room to dry so other users can contact you if needed.

The fan switch is outside the room, to the left of the door.

Use appropriate masks and goggles for the materials you are spraying. Each user is responsible for providing their own mask, goggles, and materials.

It is the responsibility of each user to leave the room empty at the end of each day in order to accommodate other users.

Empty and partially empty spray cans should be stored in the hazardous waste cabinet inside the spray room. The safe and environmentally-conscious disposal of other paint and their containers is the responsibility of each user. See suggestions at the end of this document section.

Waste should be discarded daily in the large trashcans in the loading dock.

Two tables and a cart are provided for projects in the spray room. No other furniture should be brought into this room.

Sign up

Put your name, date, and times on the white board next to the spray room. Leave space on the white board to accommodate others who want to schedule subsequent projects.

Paint Disposal

www.a2gov.org/recycle and www.recycleannarbor.org

There are three options for safe paint disposal. Liquids are banned from Michigan landfills, so water-based paints MUST be solidified before disposal. Oil-based paints contain toxics and should be taken to the Home Toxic's Center:

- Recycle empty paint cans (with only a thin film of dried paint and lids removed) in the recycling bin.
- Solidify partially-full, water-based (latex) paint cans with kitty litter, sand or some other absorbent. Place the solidified cans, replace lids tightly and place solidified paint cans inside the Ann Arbor Regular Trash Cart.
- Deliver oil-based paints to the County’s Home Toxics Collection Center for safe disposal (call 222-3950 for 24 hour assistance).
Exhibition Walls

Exhibition walls are available to graduate students and faculty for critique sessions, informal, and formal exhibitions. The Art & Design Exhibitions and Performances Committee should be contacted to schedule their use for critiques or exhibitions.

artdes-experf@umich.edu

It is the responsibility of each user to leave the walls and area clean and repainted at the conclusion of each project. Patch and repaint walls and make repairs if necessary to leave the space in good condition for the next user. Wall paint is available in the metal storage cabinet closest to the bridge in the large common work area. Providing other materials and supplies for your project is the responsibility of each user.

Sign up

Contact the A&D Exhibitions/Performance Committee to schedule the use of the exhibition walls in the Faculty/Graduate Studios: artdes-experf@umich.edu
Kitchens

The kitchens, refrigerators, microwave ovens, and toasters are available to graduate students and faculty.

It is our own responsibility to leave the kitchen, appliances, dishes, and tables clean. We do not have a cleaning service to pick up or clean our kitchens – we are the cleaning service.

- Store food in closed containers, tightly-sealed bags, or in the refrigerator. Do not leave food out on countertops, as uncovered items (esp. fruits and vegetables) attract gnats, fruit flies, and other seasonal critters.

- Label items stored in the refrigerator or freezer with your name AND date, and remove items when they are no longer needed. The fridge and the freezer are cleaned several times during each semester, and unlabeled items will be discarded.

- Individuals are responsible for washing their own dirty dishes; dishwashing soap is stored underneath the sink to facilitate this. Sponges and dish clothes are also available. Do not leave dirty dishes in the sink with the expectation that someone else will wash up.

- Return shared or community items to their appropriate place in the kitchen. Your help is needed to keep cupboards and storage cabinets as orderly as possible.

- Wipe up crumbs and spills and, in general, help keep the kitchen clean and tidy for all to enjoy.
Loading Dock

The loading dock is available to graduate students and faculty to load and unload work and materials and to work on short-term (one day at a time) noisy projects. The loading dock is to facilitate the movement of materials and projects from vehicles to your studios or to the storage racks. Therefore, it needs to remain cleared. Heavy-duty carts and hand trucks are available in the loading dock for moving materials. Please return these to the loading dock for the next users.

The loading dock is not to be used as long-term storage for materials or for completed works.

The loading dock area has a raised dock for trucks as well as a flat entrance. The doors are power-operated by switches next to each door. Be sure to close the large outside doors as well as the large interior door after each use for security and to maintain climate control.

It is the responsibility of each user to leave the loading dock empty and with clean floors at the conclusion of each day. Scraps and waste should be discarded daily in the large trashcans in the loading dock or leaned against those trashcans for larger waste items.

Sign up

Put your name, date, and times on the white board inside the loading dock if you need to schedule a project here. Leave space on the white board to accommodate others who want to schedule subsequent projects.

Corridors and Stairwells

Corridors and stairwells should remain clear for safety reasons and for fire-marshall inspections. Materials, supplies, and projects should be stored inside individual studios or in the materials racks for oversized sheet material and lumber. Items can be attached to the walls outside your own studio if they do not project more than 4 inches (to conform to ADA codes).