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[Ok, so here's another page that, even though it has nothing on it, it has something on it. These things happen …]
I. About This Handbook

- This handbook is intended for use in conjunction with University of Michigan CourseTools pages developed for particular courses which use the Sculpture Studio. Please refer to the appropriate CourseTools pages within the CourseTools site (http://coursetools.ummu.umich.edu) for specific information for a given course.

- This handbook is not intended to be a "catch-all" and will not be applicable to any-and-all circumstances. Please discuss specific circumstances with those involved.

- Electronic versions of this handbook are located online at http://art-design.umich.edu.

- This handbook is written and maintained by Ken Brown, Sculpture Studio Coordinator at the School of Art & Design, University of Michigan, Ann Arbor. Please send any suggestions or comments regarding this handbook or its contents to kebrown@umich.edu.
II. Student Guidelines for Studio Usage

1. Regular class schedule and timings for each studio are posted outside the studio.

2. Student studio monitors may be chosen/assigned by studio coordinators for after hours monitoring on an “as needed” basis for each academic term.

3. After hours access to studios to individual students will be granted on a case-by-case basis. This will only occur after a student enrolled in a course held within a specific Studio, or an Art & Design student who attended a previously-held Studio course, signs and returns the Sculpture Studio After-Hours Access Agreement found at the end of this handbook. This signature page must also include the instructor's signature.

4. Access will not be granted to students who have not attended a course at the School of Art & Design, nor to non-majors who are not currently enrolled in an A&D course.

5. Access permission to individual students to the specific studios will be at the discretion of the individual studio coordinators in charge.

6. Access will be granted only for specific academic terms or, in the case of courses with durations different from an academic term, the length of the course. (Example: TMP Wood courses lasting 7 weeks vs. a full 14-week course.)

7. Students who are granted access to specific studios cannot bring in other unauthorized students/acquaintances into those studios at any time.

8. Authorized students need to go through an orientation regarding access, safety, security and individual studio maintenance and supplies usage policies/practices.

9. Students involved with any project must clean up after themselves at the end of each day.

10. Studio coordinators can revoke access to any individual student found to be not in compliance with access, security and maintenance requirements of specific studio policies/practices and will notify the Director of Finance & Facilities and the Associate Dean for Academic Affairs.

11. Emergency/non-emergency contact numbers are posted in the studio:
   - Police/Ambulance/Fire (emergency help) - 911
   - Department of Public Safety (non-emergency help) – 763-1131
   - Occupational Safety and Environmental Health - 647-1143
   - Facilities Supervisor – 763-3132
   - Custodial Supervisor – 763-3132 (4 PM till 10 PM)
III. Sculpture Studio Information

1. **Function and Hours**
   The Sculpture Studio is a multifunctional 5,400 square foot facility equipped to handle a wide scope of three-dimensional activities. It is open from 8:00 am to 5:00 pm Monday through Friday throughout the semester except for university-recognized holidays. Evening hours are from 6:30 pm to 9:30 pm, only when night classes are offered. Otherwise, entry after hours by students is possible through the Sculpture Studio Access Agreement at the end of this handbook. Students need to understand and agree to the conditions of the agreement and must have received safety/power tools training and qualification approval by the Studio Coordinator as well as the Woodshop Orientation, which is given at the beginning of each term. The agreement is for one class in this area only, whether it is a half-term or a whole semester class. If a student returns to the area for a different course then a new agreement must be signed each time. With the agreement signed by the student and the Studio Coordinator, Mcard access will be granted for evenings and weekends for the pursuit of assignment and project solutions only. Other conditions are spelled out on the forms themselves.

2. **Sculpture Studio Personnel**
   Ken Brown – Sculpture Studio Coordinator
   Office location: Room 1261, School of Art & Design
   Phone number: 734 764 6807
   Hallway phone number 763 9220 (U of M Campus only)
   Email: kebrown@umich.edu
   MSDS Available in Room 1260
IV. Floorplan and Equipment Layout

Sculpture Studio Floor Plan and Facility Layout

List of rooms by Function:
1258a  Sculpture Studio Classroom area for TIG and Welding.
1258b  Adjacent Classroom for Upper Level Courses.
1260   Mixing Room for Plaster work plus Exhaust booth for Sprays.
1260a  Foundry for Metal Casting with Burnout Kiln plus Welding. Also the Wax Workshop, for moltomaking.
1261   Office of Sculpture Studio Coordinator.
1262   Classroom for Advanced Three-Dimensional Classes.
1263   Oil and Water-based Clay Mixing. Also shared storage area for all other Granular Materials.
1264   Ceramics Studio Mixing Room and Kiln Rooms.
1. **Room 1258A**
   1. Main entrance to the Sculpture Studio. These doors have MCard readers for access and are locked weekday evenings and on weekends. Students with scheduled classes will be required to sign a Student Access Agreement for after-hours entry for work on course-related assignments only.
   2. Three metal tool cabinets containing tools for use during TMP Wood courses. Hand and power tools are loaned to students to augment the tool bags that are issued by the school. A sign-out sheet will be used for the borrowing of tools for use during overnights and weekends. The Studio Coordinator will monitor the selection and sign-out of tools and their promised return time.
   3. Coat racks are for student use during class time only. All personal belongings other than tools are to be kept away from the workbenches. Also, no headphones, cell phones, nor any other blockages of natural hearing will be allowed.
   4. Double sinks for student use. Care is to be taken to avoid overloading the sink trap. Also, no wood stains will be allowed in the sinks.
   5. First Aid kit for student use whenever necessary.
   6. Drill press and scroll saw stations (bench top). Students need the Wood Shop Orientation to be qualified to use these machines.
   7. Connecting door to the Wood Shop. Door is for student use during class times only.
   8. Wood storage. Wood for distribution by TMP-Wood instructors or by the Studio Coordinator only.

2. **Room 1258B**
   9. Large sink available for student use. The emergency eye-wash station is also located here.
   10. Wall-mounted fire extinguishers.
   11. Metal tool cabinets for upper-level courses. Available with permission of faculty during class time only.
   12. Storage shelves for student works in progress.

3. **Room 1259**
   13. Exhaust booth for all forms of spray materials and potentially hazardous airborne-producing fumes or particulate matter. Student should see the Studio Coordinator for approval of material to be used and for scheduling time for usage. PPE is also required.
   14. Workbenches in this area are for plaster work and other mold-making and casting procedures. Complete cleanup by students is expected before their departure. Scraping large amounts of plaster into sinks is forbidden. Instead,
students should use trash cans for mix overages. Let the residue harden in buckets for later disposal.

15. These are machines for the Ceramic Shell Bronze Casting process, consisting of two fluidizing beds and two slurry tanks. These are not open for student use without close supervision by the instructor or the Studio Coordinator.

16. Door to the kiln room in the Ceramics Studio for periodic plaster work. There will be no admittance to Ceramics by Sculpture students through this door, which will be monitored by the Studio Coordinator.

17. Hallway door into room 1259 (mixing room). This door is usually locked and is monitored by the instructors and the Studio Coordinator.

18. Double door into mixing room. This door is usually unlocked so students can use the sink and/or the spray booth, or use the room for plaster work.

4. Room 1260

19. The Foundry (metal casting area) is comprised of one car kiln, two gas-fired furnaces and the sand pit.

20. Welding area, comprised of equipment for Ox/Ace torch and TIG processes.

21. Equipment lockers for welding and metal finishing supplies related to bronze casting.

22. Foundry equipment and PPE.

23. Wax workshop area with heat sources of natural gas, propane and electric.

5. Room 1262

24. Pedestal and bench grinders for metal finishing.

25. Classroom for advanced 3-dimensional class.

6. Room 1263

26. Door for use via instructor directives. For example, mixing clay as a pattern material is done in this room.

27. The clay mixing area is along the east wall and is comprised of two mixers: The Bluebird for water-based clay such as Ball clay, and the Century for mixing oil-based clay.
V. Equipment and Resources

1. **TMP-Wood classes, room 1258A**

   1. Two Delta Drill Presses
   2. Twenty-one Adjustable Bench Vices
   3. Ryobi Scroll Saw
   4. Sanders; orbital, belt, disk etc.
   5. Electric Drills w/ head variety
   6. Routers
   7. Jig Saw
   8. Dremel
   9. Chisels and Mallets
   10. Wood Finishes
   11. Spray Booth (Rm. 1259)
2. **Sculpture Classes, rooms 1262, 1260 and 1259**

1. Two Slurry Tanks and Two Fluidizing Beds for Ceramic Shell Molding.
2. Two gas-fired Furnaces for Burnout
3. Gas-fired Car Kiln
4. Wax Workshop w/bunson burners, hot plates, propane and natural gas torches

5. TIG Welding and Ox/Ace Torch Welding
6. Electric grinders, drills and pneumatic finishing tools
7. Pedestal Grinder w/wire brush and stone, Bench Grinders
8. Other Foundry Tools and Equipment

3. **Auxiliary Equipment, room 1263**
   1. Water Clay Mixer
   2. Oil Clay Mixer
   3. Heating table for Oil Clay Wet Ingredients
VI. Sculpture Studio After-Hours Access Agreement

General Guidelines:

• All Students must be approved for access at other than scheduled course meeting times.
• Only the Studio Coordinator may approve after hours access.
• Training for safety, security, studio maintenance, supply usage, and the operation of studio equipment must be completed.
• Unauthorized students or acquaintances are not allowed in the studio without first requesting special permission from the studio coordinator.
• Alcohol and illegal drugs are prohibited in the studios.
• Residue from work must be cleaned up before leaving the studios. If you do not speak up when another student is leaving and remind them of their mess it now becomes your mess.
• Studio Coordinators may revoke access for non-compliance with these guidelines.
• Misconduct in one studio may cause your privileges to be revoked in all studios.
• Tampering with any locking mechanisms or monitoring devices will result in immediate disciplinary action.

My signature indicates that I have read and agree to the above guidelines:

_________________________________  _______________________________________
Sculpture Student User, printed name  Sculpture Course Instructor, printed name

_________________________________  _______________________________________
Sculpture Student User, signature*  Studio Coordinator, signature**

_________________________________  _______________________________________
Date Signed  Date Signed

________________________  ______________________  ________________________  _______________________
UMID  Student Level:  Course Type:  Course Length:
____ Graduate  ___ TMP  ___ 7 Weeks
____ Undergraduate  ___ Non-TMP  ___ 14 Weeks

* Once you have completed as much of this form as completely as possible, submit it to the Studio Coordinator to officially request Mcard access to the Sculpture Studios.

** This form can only be submitted by the Studio Coordinator.