

## Visa Artstores and studios: conduct/operations

### **Store Hours: Facilities Technician contact info**

Monday to Friday. 1pm to 5pm. [amcbay@brocku.ca](mailto:amcbay@brocku.ca),  
extension 5046

### **Location:**

East Academic 214

Although there are “set” store hours the Facilities Technician is often called away from the Art Store to attend to duties in other parts of the Department. So do not assume that the store will always be open.....this means **DON'T LEAVE GETTING YOUR SUPPLIES TILL THE LAST MINUTE**. For those of you in evening sections, it is your responsibility to arrive ready for work so you must make sure you get your supplies within these hours. It is always advisable to have your supplies on hand a day or two in advance.

### **Evening access is at the discretion of the instructor and the following rules apply:**

- ~ enter the purchase on your transaction page in the transaction binder, and be sure to date the purchase and enter the item code. All items in the store are coded for your convenience and you can find the code in the code sheet in the transaction binder.
- ~ access to the store during evenings is only allowed in the presence of an instructor

### **AFTER HOUR ACCESS TO STUDIOS:**

If you wish to work in any of the Visual Arts Department studios after hours or on weekends you need sign out a key or swipe card. Keys for the East Academic studio are signed out through the Facilities Technician, and swipe cards for access to the GLN studio are signed out through Monika Lederich in GLN121. Details on this process are in your Student Handbook & Information Guide.

### **GENERAL STUDIO CONDUCT: Does & donts**

**Your** studio will only be an enjoyable and functional space to work in as long as you and your colleagues maintain a proper work ethic regarding cleanliness and orderliness. It is **YOUR** responsibility to:

- ~ clean all brushes, rollers and trays used when priming canvas
- ~ return all tools to their proper storage location
- ~ clean up **ALL** messes you create whether accidental or through your work process
- ~ clean all palettes off when finished with them
- ~ put all coffee cups and food related garbage in the garbage cans
- ~ store your projects in your locker or your course hand in shelf. Never leave work on or leaning against a wall in a location where other classes need to work. It is your responsibility to store it in a secure place (ie. your locker). This is a very busy and active area and work left in the way can get damaged.
- ~ please report any theft you are aware of

### **DO NOT:**

- ~ dispose of any plaster or products that are not water-soluble in the sinks

- ~ do not deface the studio walls
- ~ NEVER leave wet paint, glue etc. on any work surface. When you are finished clean up, this includes chairs, tables, counters etc. Use common sense ie. your coat hooks, and WEAR studio clothing!
- ~ due to the absence of proper ventilation the use of solvent based oil paints and solvent based transfer processes, fixatives or spraypaints and any substances of a noxious nature are not permitted in any of our facilities.
- ~ studio tools are for use in the studios only and are not available for loan.
- ~ do not lean easels against walls, when finished fold them up and return them to the storage bay. If the storage bay is full of stretchers simply move the easel in the standing position to a suitable location. The easels are VERY heavy and fall easily when stacked against a wall. They present a significant risk of injury if they fall on you.
- ~ do not use the digital projector cart as a surface to store you paints while working. If you do something this careless and you spill water and destroy one of the pieces of a/v equipment you will be responsible for repair or replacement...ie. a digital projector will set you back about \$1500!
- ~ currently we allow food in the studios however it is technically illegal for us to allow this as we do not have a convenient lounge/dining area. It is advisable for you to take your lunches outside of the studio as ingesting various art materials, paints, charcoal or graphite dust etc. while working is hazardous. At the very least make sure you keep your food separate from your work space when you take you meal.