

General Guidelines For Studio Use

Do

DO remember to contact The ACT Staff, MIT Facilities, or Jim Harrington with any comfort or maintenance concern in our spaces. If an urgent problem occurs after normal business hours or on the weekend or a holiday, please call 3-4948 and press 2. Temperature-related problems outside business hours are best reported by dialing 3-1500. Calls are answered at these numbers 24/7. To insure proper follow-up, please also notify The ACT Staff.

Don't

There are three main areas of concern: alcohol, safe use of noxious materials, and furniture:

ALCOHOL

Consumption of alcoholic beverages in the labs and studios is prohibited by Institute policy. Please see <http://web.mit.edu/policies/9.3.html> for further information. Please also note that it is possible to stage special events during which alcohol may be served. There is an approval process that Jim Harrington would be happy to guide anyone through if interested.

SAFE USE OF NOXIOUS MATERIALS

The use of any materials or processes that create noxious fumes is only allowed within the confines of the fume hoods in the Mars Lab E14-151B composites/welding shop. Studio users are particularly cautioned against using spray adhesives and paints and casting resins outside the fume hood. PLEASE PLEASE PLEASE do not use spray mount or paint on our windows, walls, and floors regardless of lingering evidence of past violations.

FURNITURE POLICY

The furniture policy of ACT can be summarized as "PLEASE DO NOT BRING IN JUNK COUCHES and do not use more than your fair share of space and equipment". What is a "fair" share? Read on...

1. For each ACT graduate student, the School is able to provide a studio with 2 work surfaces, a lockable storage cabinet, shelving, and one chair. There is no funding currently available for additional studio furniture, and replacement funds are very limited; abuse or excessive wear and tear will reduce the facilities available to students.
2. If you wish to bring in your own ergonomic seating or equipment as may be recommended by the MITATIC (Adaptive Technology for Information and Computing) to meet specialized medical or other needs, then of course you may do so. *These are the only non-MIT owned furniture allowed.* Space is tight, and we ask that you strictly limit such additions to the School-provided furniture in order to insure compliance with the Fire Code. Furthermore, if you occupy more than your share it only reduces the already limited space.
3. If you do bring in your own ergonomic seating or equipment as described above, you must mark it clearly with your name. You will be responsible for removing it before departing MIT. Thank you for your cooperation.

Written by Jim Harrington, AIA, Facilities Manager, MIT SA+P

End of the Year Clean-Up

The deadline for all Bldg E14 and E15 studio users to clean up after themselves in the common spaces at the end of the year will be

June 1, 9:00 am *

FOR SECOND YEAR STUDENTS:

THERE WILL BE NO STORAGE OVER THE SUMMER.

EVERYTHING INSIDE AND OUTSIDE OF THE ASSIGNED STUDIOS MUST GO.

If you are still in the studios cleaning up after 9:00am, your bursar's account will be charged \$75. No exceptions. The studios will be CLOSED after the deadline. No exceptions—not even to check e-mail. If you have to finish an incomplete over the summer, then please contact The Administrative Officer for permission. Even if you obtain permission, you will still be required to remove everything by the above deadline.

FOR FIRST YEAR STUDENTS:

EVERYTHING OUTSIDE OF THE ASSIGNED STUDIOS MUST GO NOW. Anything that you want to keep MUST be kept in your studios. This is an absolute deadline in terms of the shared spaces. The only place where work can be kept is INSIDE your studios; and only your studios. If you want to work over the summer, then please contact The Administrative Officer for permission. Even if you obtain permission, you will still be required to remove everything from the shared spaces to store and work in your studio.

FOR ALL STUDENTS: AT THE END OF YOUR SECOND YEAR:

--you need to 100% clean out all materials. Leave nothing else behind anywhere. No models, no drawings, no pushpins, no glue, no coffee cups, no newspapers, no X-Acto blades, no trace, no scraps of chipboard. Nothing, but absolutely nothing. Follow MIT trash and recycling guidelines.

\$75 fines apply for any non-compliance.

\$75 fine to anyone who leaves anything left hanging on the walls or pinup boards.

\$75 fines for ANYTHING left by you anywhere outside your studio

--**proper disposal of unwanted items is critical.** The guidelines for recycling and for the proper disposal of trash are given in a separate e-mail and will be posted on the studios doors for reference. PLEASE READ THESE CAREFULLY. Improper disposal (e.g., tossing a model on a heap of other discarded models instead of breaking it apart and putting it in a trash bag) will result in a \$75 fine.

\$75 for anything you leave behind in other studios, classrooms, corridors, loading docks, stairwells and elevator lobbies—anywhere at MIT.

*****There is absolutely no possible way to defer or avoid cleaning up after yourself by the deadline.*****

Thank you for your anticipated cooperation,

Written by Jim Harrington, AIA, Facilities Manager, MIT SA+P