

# SCULPTURE STUDIO RULES

Brooklyn College Art Department Voice #718-951-5181  
 Brooklyn College Sculpture Studios Voice #718-951-5325  
 @BROOKLYN.CUNY.EDU

## GENERAL STUDIO RULES

- Clean up time is 10 minutes before end of class. No studio class shall be dismissed until the studio areas are cleaned.
  1. TOOLS RETURNED TO OFFICE
  2. POWER TOOLS CLEANED
  3. TABLE TOPS CLEANED
  4. STOOLS ON TABLES
  5. FLOOR SWEEP
  6. WINDOWS CLOSED
  7. TRASH REMOVED
  8. ALL CABINET AND DOORS MUST BE LOCKED AFTER CLASS
- All windows must be closed and physically locked. If you can't lock the window don't open it!
- No mat knife cutting directly on any table top in the studios is allowed. Please use the MASONITE BOARDS provided in the wood room (use the side that is marked in red CUT).
- No painting, carving, working with clay or plaster is allowed on the decks in the sculpture yard.
- All materials are NOT FOR PUBLIC USE. Please ask Steve for permission to use any material or supply to avoid having to reimburse the owner.
- All studios are cleared out after the last exam date of each semester. If you leave artwork, materials, tools, and, or personal property it will be assumed that you have no interest in it and will be discarded or absorbed into the studio inventory.
- The Final Exam date for each class at the end of the year shall be Dedicated to the reviews and removal of artwork and maintenance of the studio.

## POWER TOOLS

- No student is allowed to use any power tool in any studio unless their instructor has instructed them as to the proper handling and safety precautions.
- All students must abide by the proper SAFETY PROCEDURES when using power tools. YOU MUST WEAR PROPER EYE PROTECTION WITH ANY POWER TOOL.
- After use, the face shield must be placed with the plastic facing up to prevent more scratches.

- In order to use a power tool you must first receive daily permission from Steve or your instructor, and have someone else in the room at all times. Steve, your instructor, or a graduate assistant must be in the AREA AT ALL TIMES. There may be times when Steve, your instructor or a graduate assistant must be in the room as well.

## TOOLS

- If you break or find a tool broken please make sure to bring it to the attention of the instructor or Steve immediately. Do not use a tool you suspect to be broken.
- All students are expected to clean and return tools along with disposing the byproducts of their projects at the end of each use of the studio.
- Tools are not loaned out of the building unless special permission is obtained from Steve.
- All work that is put in the display cases should have the student's name and phone number taped on the back. After being called, you will be given one week to remove your work or it will be DISCARDED.
- All hot glue guns must rest on top of a sheet of wood or cardboard to keep the glue from dripping on the counter tops.

## PAINT

- No spray painting is allowed in the wood and clay room. Spray painting is allowed in the metal room on the cardboard sheets when they are on bottom, back, & sides --no leaks on firebrick under the exhaust fan.
- ABSOLUTELY NO SPRAY PAINTING outside on the deck and/or concrete. Use the dirt area close to the stairs with a newspaper drop cloth.
- Painting of work is to be done on a DROP CLOTH or NEWSPAPERS, whether you are doing it inside or outside.

## PLASTER

- All plasterwork should be done in room 104 on the Formica topped tables.
- PLASTER in any form is NOT TO BE USED NEAR OR IN ANY SINK. The plaster mixing container and hand cleaning is to be done in the water buckets on the floor.
- PLASTER works are to be stored on thick newspaper in the shelves closest to the entrance in the clay room or on the counter top in the wood room.
- All hand tools must be cleaned of plaster, clay etc. before class ends. Use of wood files, power tools and saws and wood and metal files on plaster is not permitted.
- Please no liquids or plaster on or near any power tool table--it permanently rusts the metal if left just is slightly wet.

## WELDING RULES

- At no time will a welding student weld without having a certified instructor in the area.

- A student with a **WELDING CERTIFICATE**, upon receiving daily permission from their welding instructor may weld with the instructor in the area. A instructor may be request to be in the room when the student is welding depending upon the project and or/ the experience of the student.
- A student welding in the metal room **MUST WEAR A WELDING JACKET**, properly buttoned.
- Proper eye protection must be worn during welding.
- Other personal protective equipment may be required as per your instructor.

**-----WHEN IN DOUBT, PLEASE ASK-----**

**Winter Weather Advisories**

When a storm threatens to disrupt transportation, a campuswide announcement about the College’s status will be made by e-mail. If you cannot access the College e-mail, please call the College’s main number, 718-951-5000, for information as to whether the College will be open. Radio stations broadcasting Brooklyn College messages are: WADO 1280 AM, WBLS 107.5 FM, WCBS 880 AM and 101.1 FM, WFAS 1230 AM and 103.9 FM, WINS 1010 AM and WLIB 1190 AM. Radio announcements for Brooklyn College will specifically mention Brooklyn College.

I have read the STUDIO RULES and agree to abide under penalty of being excused from the studio or a grade reduction.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

CLASS \_\_\_\_\_ CODE \_\_\_\_\_ # \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_