

STUCKEMAN FAMILY BUILDING – FACILITY GUIDELINES

Prepared by the Stuckeman Facilities Committee 2018

(updated and revised 08/06/2018)

The DESIGN STUDIOS

- For more than a century, the *Design Studio* has been a foundational concept of design education. While it simultaneously simulates a traditional classroom, a laboratory, a workshop, a professional design office and an artists' studio; yet is not any of these exclusively. The Studio is a space for creativity, experimentation, active learning, hard work and discovery. It is a unique pedagogical environment. The Stuckeman Design Studios give the school its special character, spirit and sense of community. They are different from any other learning environment on campus.
- Above all else, the Stuckeman Studios create a sense of community amongst students of design. We all share the responsibility to see that they are as healthy and productive as possible for everyone and not injurious to the building or to others. We need to be safe, respectful of others and attentive to the long-term maintenance of this unique environment. With this in mind, the guidelines below will help everyone maintain a learning environment that is fruitful, exciting, productive and expressive of our values as designers and artists.

OWNERSHIP & RESPONSIBILITY

- Students spend an extraordinary amount of time in the building and, as a result, they take possession of the space and identify with it. This sense of ownership hopefully motivates the students to take care of the spaces and self-police any instances when the guidelines are not followed. We all share a responsibility for maintaining a safe and nurturing environment.
- This said, the responsibility for seeing that these guidelines are followed falls on the studio faculty. The studios are the faculty's classrooms and they hold the primary responsibility to see that we all follow the guidelines below. The faculty have the primary authority to organize and maintain their studio as they wish.

STUDIO ACCESS

- Stuckeman students, faculty and staff have unrestricted access to the building 24/7 throughout the school year, using their University I.D card.
- The general public has free access to the Studio Floors (2nd – 4th floors) between 7:00AM – 7:00PM, Monday – Friday.
- Access to the studio levels is restricted to Stuckeman students only between 7:00PM and 7:00AM on M-F and all day Saturdays and Sundays. Only Stuckeman students are permitted in the building during these times. Anyone who is not a Stuckeman student, faculty or staff member is forbidden to be in the building unless they are accompanied and chaperoned by a Stuckeman student, faculty or staff member. This ensures safety for our students, our work and our equipment. Visiting faculty and students can request and be granted authorized access by seeing the office staff.
- The public spaces on the ground floor are open to the general public when the Library is open. (please see Library Website for their hours: <https://libraries.psu.edu/monthly-hours?library=175>) At all other times, the front doors of the building are locked and the building is restricted to Stuckeman Students only.

STUDIO DESKS & LOCKERS

- Each student will be assigned a desk and locker for the entire year. Students are responsible for maintaining your desk, locker, and chair throughout the year, in a usable condition for the following class. At the beginning of the Fall semester each work area will be assessed. Students are responsible for any damage, so they should treat their desk, chair, and locker with care. When assigned a desk and locker, students should inspect them thoroughly. Any damage, defects, or parts that do not function properly should be reported to the office staff.
- Desktop surfaces should be used with care. Do not cut directly on the table top. Always use a self-healing cutting mat or chip board surface when trimming materials. Designated cutting tables are distributed throughout the building for cutting and trimming projects.
- Two students share one locker tower. Each student will be issued a separate and independent key. They will be assigned during the first week of classes. Name labels are held by clear plastic sleeves to identify each locker.

STUDIO ARRANGEMENT & CIRCULATION

- Despite the openness and flexibility of the studio spaces, some regulation of arrangement and circulation must be maintained. Each studio area must maintain an appropriate circulation system for open movement. The building walkways, including the spaces between the rows of desks, are considered emergency egress paths. As such, all walkways must be kept free of material and projects. Students assigned desks adjacent to the windows must keep all materials and supplies one foot away from the heating units.
- The arrangement of the desks, lockers and dividers should remain in their existing locations. Desks must remain in their present location in order to maintain necessary circulation. The faculty may choose to rearrange the desk arrangement to accommodate changing enrollment or special events and projects.
- Once assigned a desk, students should remain in that location for the entire year. The faculty may ask you to move locations or change desks during the year if necessary.

QUALITY OF STUDIO SPACE

- The University is committed to its long-standing tradition of academic freedom and free expression. The University is an institution whose members may express themselves, while protecting and respecting the rights of others to learn, to do research, and to carry out the essential functions of the University free from interference or obstruction.
- Each student is responsible for her/his desk space, locker, and pin-up surfaces; as well as for helping to maintain the studio as a whole. As this space represents a prototypical studio/office/atelier designers-in-training, students are encouraged to personalize it in a manner that relates to who they are as emerging creative professionals. Students, instructors, and the general public will all see our space and our work – and it can inform everyone about how we work, our motivation, and inspirations. At all times, we should consider how our individual spaces impact the efforts of everyone in the building.
- Do not post any offensive or derogatory material. Derogatory materials shall include but are not limited to offensive material related to racial, ethnic, gender or sexual slurs. If anyone finds offense in anything in studio, please report it to faculty or staff.
- If the studio instructor determines that their studio space is too messy, or that items/images students have displayed are causing offense, she or he will request that students clean up and/or remove offensive materials. Compliance is mandatory.
- Activities and behavior within the studio must respect all rules and regulations of Penn State University. This includes no alcoholic beverages in the building and no actions or activities that are criminal or endanger the health, safety or welfare of others.

RECYCLING & CLEAN UP

- Please recycle waste in the appropriate receptacles provided. There is a “Studio Clean-up” period at the end of each semester. The Faculty may notify students of specific “clean-up” times as they deem necessary.

AIR QUALITY

- Aerosol products are prohibited in the studio or anywhere in the building, other than in the approved spray booths located at the north ends of the second and fourth floors and in the shop. The use of other materials that emit unsafe fumes, (paint thinner, acetone, resins, etc.) must only be used in the shop spray booth, with the supervision of shop staff.

POWER TOOLS

The use of handheld power tools in studio is prohibited during daytime studio hours (drills, drivers, *Dremels*, etc.). After hours, they are allowed; however, students should remember to be considerate of their neighbors and if they can perform their work in the shop, they should do so. Handheld power tools that produce dust (sanders, grinders, etc.) are not permitted in studio at any time and must be used in the shop.

AUDIO & VIDEO

- All audible sound from personal devices (music, videos, television, movies, games, sports, etc.) is prohibited in studio during the day. During class, the faculty may prohibit the use of headphones. After hours, in order to protect and respect those who prefer to work in silence, we ask everyone to be a good neighbor and use headphones whenever possible.

SMARTPHONES

- Smartphones can be valuable tools in studio; yet, students must be courteous when using them. They must be silenced during class. Individual faculty members may choose to prohibit their use entirely during class time.

CUTTING TABLES

- Evenly distributed throughout the building are a number of cutting tables. Please be respectful and use these stations for cutting only. Refrain from settling in and constructing and assembling your models at the table. Keep them clean of scrap material and discard your used blades appropriately.

LIGHT TABLES

- Light tables are distributed throughout the building. Please use them for tracing only.

MEDIA CABINETS

The free-standing maple storage units that line the studio corridors serve a wide variety of functions that support studio activity:

- **Temporary or archival storage of models.** The curation and editing of stored models and materials is the responsibility of the studio faculty teaching in that studio.
- **Below counter cabinets and drawers** house teaching supplies, tools and materials for faculty or authorized student groups.
- **Printers, plotters, scanners and release stations.** AAIT staff are responsible for this equipment. If you observe any problems or damage, please report it to AAIT.
- **Plotter and printer paper storage.** Access is granted solely to AAIT staff and designated print assistants.
- **Shared refrigerators and microwaves** for student use. When using these amenities, please be respectful and follow the guidelines posted adjacent to the appliance.
- **Sinks** for wet clean up. As with the appliances, be respectful of others, clean up after yourself and follow the guidelines posted at each sink. The sinks are for general washing and cleanup of water-soluble paints, inks and glues. **Cleaning oil-based paints, plaster or concrete at the studio sinks is STRICTLY FORBIDDEN.**
- **NOTE: The clean-up of ANY paints or inks in the Stuckeman Restrooms is strictly forbidden, even water-soluble materials.**