**WARPhaus RULES**

Follow all SA+AH Health and Safety handbook guidelines- [www.arts.ufl.edu/art/healthandsafety](http://www.arts.ufl.edu/art/healthandsafety)

# FACILITIES POLICIES AND SECURITY

WARPhaus is equipped with a security system that enables students to access the building **through the eastside door ONLY during regularly scheduled class times, and TA supervised open studio hours.** All students enrolled in courses at WARPhaus will have card access and will be programmed into the system at the beginning of the semester*.*

* Students, Faculty and TAs should use their UF ID cards to **enter and exit through the eastside card accessible door ONLY.**
* Open studio hours will be posted prominently in the WARPhaus and you will be notified via email about any temporary changes to the schedule. Students should plan appropriately to complete projects during supervised studio hours.
* Please do not ask TAs to permit you continue working after hours. For your own safety and security TAs may not leave students to work unsupervised in the space.
* Entering and exiting through any other door in the facility will set off a silent alarm that will call the UF Police Department. These doors should be used **only in an emergency** and should not be left propped open at any time. The security system will recognize open doors (with the exception of the main east entrance) and this too will set off an alarm that will alert UF Police.
* Faculty/TAs may use east main entrance during programmed hours ONLY (7am-12pm).
* PLEASE note that TAs and faculty will use a key lock box, located near card reader system, to physically override system and lock out students during unsupervised hours. They will also padlock the outdoor courtyard gate.

Although WARP TAs will be responsible for locking up the facility each evening, please do your part to maintain security. The last one out should **always** assist TAs in turning off the lights and locking the doors. For your own safety do not prop open doors, especially when working at night and commute to the WARPhaus with a friend whenever possible.

WARPhaus location and security info and UF emergency phone numbers will be posted prominently in the space. In case of a **true emergency**, students should call 911. Supervising WARP TAs/GAs will be responsible for calling 911 in the case of a serious emergency, reporting suspicious activity to non-emergency UF police dispatch (352) 392-1111, and upholding policies related to student behavior and safety.

* In case of a minor injury, a first aid kit is mounted in each bathroom and another mounted in the shared portion of tool closet.
* All minor injuries should be treated at UF infirmary or the individual’s doctor immediately after the incident.
* Eye wash station is located in NE corner of large WARP space by main entrance.

### STUDENT NIGHTTIME AUXILIARY PATROL (SNAP)

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students, equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (392-7627).

**PARKING AT WARPHAUS**

We have VERY limited parking at WARPhaus.

* **Students MUST park on west side of building** in an organized manner not parking on the sidewalk or the corner grass area and only during hours they are actually working at the WARPhaus. We can only accommodate about eight or nine student cars at a time, so students are encouraged to ride bikes, carpool or walk to the WARPhaus whenever possible. If parking becomes a problem we will issue parking passes.
* **NO PARKING IN FRONT OF WEST-SIDE DUMPSTER ON TUESDAYS 7AM-9AM (scheduled garbage pickup).**
* The three spaces on the east side of building (just outside the gate) are reserved for faculty and special guests only.
* There is also one handicapped parking space inside the gated courtyard that should be open and reserved for disabled students and guests only.
* Bike racks are located inside the east courtyard gate between the small building and picnic table.
* Cars parked across the street in the open lot or on the sidewalks surrounding WARPhaus WILL BE TOWED!

**LOCKERS**

Lockers are available to share and students will need to buy their own lock. Please maintain a secured locker to keep art supplies free from theft and do not use other student’s materials without permission.

## SHARED SPACE AND SAFETY ISSUES

In common consideration for others in the WARP community, please clean up after yourself, respect property by not using others materials without permission, and take care not to damage the studio space, tools or projects.

* **Tools and equipment must be checked out with your TA before use** and you will be held accountable to replace tools that are lost or damaged due to negligence. A tool check out sheet will be posted in the tool closet. Please use this sheet to track check out and return of tools. An equipment demonstration will be provided and all WARP students will be expected to wear eye protection and closed-toe shoes when working with tools and sharp materials. **Use of power tools will require faculty or TA supervision and power tools will not be checked out overnight.** **Students should plan to work on projects requiring power saws during regularly scheduled class hours-NOT during open studio.**
* **No thinners, spray adhesives or spray paint may be used inside the facilities. Students must use these types of materials outside in our designated courtyard area, with a tarp to protect the concrete.**
* **DO NOT migrate into, occupy, or store materials in any classroom space NOT assigned to your class.**
* **The north-end small official WARPhaus gallery space should be used for proposed and planned exhibitions only.** Even if empty, or between scheduled exhibitions, the gallery should NEVER be used as a student workspace.
* Unwieldy materials cannot be stored where they may present a problem or hazard to other students in the course.
* Moveable walls can be utilized to enable particular installations. WARP faculty keep the wall moving equipment secure in their office. **If walls need to be moved to accommodate installations, faculty should be contacted in advance for approval and to arrange for the safest movement and placement of walls.**
* **ALL students enrolled in courses taught at WARPhaus MUST participate in upkeep of facilities. Custodians are not responsible for removing trash, project materials and scraps.** Faculty and TAs will announce cleanup at least 15 minutes before studio closes.  During this time students should clean up their own area. This includes throwing away cups, paper scraps, etc. and sweeping the floor and/or tables.  Brushes and paint rollers should be cleaned out and sinks should be left free of paint, tools and debris.
* **PAINT, PLASTER AND OTHER ART MATERIALS SHOULD NOT BE DUMPED IN THE SINK.**  Health and environmental concerns are associated with this practice, as is the need for a “clog free” sink.
* **When projects are disassembled, put reusable lumber in designated recycling area and the rest inside the west-side outdoor dumpster.** The dumpster should not be overstuffed. Boxes and sculptures should be broken down smaller than 4ft. in length before disposal and garbage should not be placed on the ground outside the dumpster.
* At the end of the day if TAs are required to clean up after a student, it will be noted and reflected negatively in his/her participation grade. Remember, if you leave a project behind, or do not dispose of the remnants correctly, your grade will begin to plummet in just 24 hours and the project will ultimately be thrown out.

**DO NOT EAT IN THE STUDIO ENVIRONMENT**

Please eat lunch before class so that you are not hungry during studio hours. Food in the classroom is disruptive, unhealthy and must be disposed in an outside trashcan or dumpster (not left in the classroom garbage cans overnight). Drinks are OK but must be disposed of after class in the outside receptacles and empty cups and containers should not be left on tabletops at the end of day. A picnic table is located in the WARPhaus courtyard. **Students may eat or read at the east courtyard concrete picnic table, but should NOT use this table as a studio work-space.**

#### DRUG-FREE SCHOOL & WORKPLACE AND CLEAN INDOOR AIR ACT

WARPhaus is committed to upholding the policies set forth by the University of Florida in regards to drug and alcohol use and smoking in educational facilities. Possession and use of drugs or alcoholic beverages is not allowed in the classroom or outdoor areas. In addition, The Florida Clean Indoor Air Act of 1992 prohibits smoking in educational facilities. Violation of university policies and applicable laws is grounds for disciplinary action up to and including expulsion and does not preclude the possibility of criminal charges.

**SAAH HEALTH & SAFETY PROGRAM - HAZARDOUS WASTE SATELLITE ACCUMULATION**

All students will get a presentation on safe use and disposal of hazardous materials and be expected to be conscious of the safe use of materials and proper waste disposal procedures. Please make yourself familiar with the SAAH Health and Safety Program at: <http://www.arts.ufl.edu/art/healthandsafety> during the first week of class. Each student will be asked to complete a H&S student waiver form (which will be given to you and signed during studio).

The WARPhaus facility has a designated area for art materials/hazardous waste pickup (located by the southeast utility sink area). This area should NOT be used for art making and bins and storage containers utilized in this area should NEVER be moved or used for any other purpose. When in doubt about the safety or disposal of your art materials, please speak with WARP faculty and TAs. Information about Hazardous Waste Disposal, Health and Safety will be posted in this area for consultation as well.

**SA+AH CONTAINER POLICY**

There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.

**White:**

All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc...) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

**Yellow:** WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE **All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up. - Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top). - 5-gallon jugs must have a yellow hazardous waste label on the outside. - Fibrous containers must have a yellow hazardous waste label on the outside (top). - Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%. Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.

GUIDELINES FOR USE OF CAMPUS FACILITIES AND GROUNDS

Please make every effort to maintain the facilities and grounds of the WARPhaus, the School of Art and Art History, the College of Fine Arts and The University of Florida. Specifically we ask that you follow these guidelines:

* Do not mark, paint on or deface any interior or exterior of the school or college facilities. Take care to always use protective tarps, drop cloths or masking material when working with paint media or similar materials to protect the walls, floors and baseboards in public spaces such as hallways, studio classrooms, sidewalks, outdoor courtyards and parking lots.
* If a special project requires temporary modification to a wall surface or to the grounds you must obtain specific permission from your instructor prior to undertaking the project. The site must be returned to its original condition immediately following the project unless prior written permission has been obtained from the School of Art and Art History. If given permission to alter a space, please work with your instructor to make sure correct materials and procedures are used and that surrounding areas are properly protected to ensure any altered space will be easily repairable.
* Art projects must NOT interfere with or impede access to, classrooms, hallways or other public spaces.
* All site-specific art projects must be installed and engineered with the safety of the general public in mind.
* Grades will not be issued for the project, or the class, until the project has been completely removed, and the site has been restored to its original condition.

Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

GUIDELINES FOR WORK IN THE SURROUNDING COMMUNITY

Projects on campus and in the surrounding community will be held at a higher level of scrutiny than those conducted inside the studio. Proper care should be taken in order to assure all property in the area is respected and well maintained, and projects should be executed with public health and safety in mind. Vandalism of any kind will not be tolerated. As on campus, students doing site-specific work off-campus will be legally and financially accountable for any illegal or destructive actions.

In addition, projects involving the greater community should be carefully considered and faculty and TAs must be consulted throughout. All public projects must be cleared by faculty and permission granted. Remember, that the School of Art and Art History at The University of Florida retains the power to require a more appropriate solution to any project that may violate any of the guidelines outlined above.

Treat the community surrounding WARP studio with respect. Please do not litter or leave materials out in the area. Respect property, surrounding businesses and the rights of individuals in the community.

Failure to comply with these rules will result in disciplinary action, withholding of grades, the possible lowering of a grade, or failure of the course.

PROJECT ACCOUNTABILITY AND CONSEQUENCES

As an art student at the University of Florida you will receive our support and guidance for carefully thought out projects, but we are counting on you to use your best judgment. Please think carefully about the repercussions of your work, especially as they relate to the use of human subjects and animals, the health and safety concerns of you and others, environmental concerns and effects, inappropriate or illegal use of property including copyright violations and other legal and ethical issues**. Being an art student does not protect you from academic and even legal actions**, should your judgment be flawed. You are responsible for checking with faculty and with other officials if you are the least bit uncertain in this regard. **PLEASE NOTE THAT THE SCHOOL OF ART AND ART HISTORY AT THE UNIVERSITY OF FLORIDA RETAINS THE POWER TO VETO ANY PARTICULAR RESPONSE TO A SET PROJECT AND TO REQUIRE A MORE APPROPRIATE SOLUTION.**