

POLICIES FOR MATX WORK SPACES

Milhiser House, 916 West Franklin Street, 2nd & 3rd Floors

The MATX Work Spaces are suitable for standard office functions as well as drawing, textiles, digital/electronic processes, and some types of sculpture (found object, fiber, some modeling).

The MATX program, along with VCU, must comply with Occupational Safety and Health Administration (OSHA) policies, in providing use space that is free from recognized hazards and take every precaution reasonable in the circumstances for the protection of its users. Additionally, because this space is shared with other academic units, MATX students must be careful not to disturb the other occupants with loud noise or hazardous or noxious materials.

BUILDING ACCESS & SECURITY

Students are to access the building from the rear entrance at all times. Use of the front entrance from Franklin Street is to be avoided. Please take all normal security precautions, such as not propping doors open and monitoring who enters and leaves the building, especially after business hours. Even though the building is secure, valuable equipment and personal items are left in the building at your own risk.

LIMITATIONS: Due to the nature of the building, use of the space is restricted as follows. Certain materials, processes, and activities are PROHIBITED.

- Any structural alterations to the space are prohibited. Attaching materials to the walls is permitted.
- The MATX work spaces are not appropriate for painting, printmaking, ceramics, glasswork, stained glass, enameling, airbrushing, aerosol products, metal surface treatments, welding, soldering, casting, chemical-based photographic printing, dyeing techniques.
 - Due to a lack of necessary ventilation, there is to be NO use of toxic or hazardous chemicals that could produce gases, vapors or fumes, including: turpentine, mineral spirits, acetone, lacquer thinners, gasoline, solvent-containing varnishes or glues, photographic chemicals. This includes the use of latex or acrylic paints (glycol ethers) and any adhesives that require ventilation.
 - Never use techniques that raise dust, including: aluminum dust, wood dust, kaolin clay, talc, silica, manganese and lead. Use of dry pigments is also not allowed.
 - No airborne lead or cadmium generation, including lead-based or cadmium-based paint spraying, soldering. No sprayed paint, aerosol or airbrush.
 - Waste water containing EPA-regulated metal (lead, copper, zinc,) may not be put down drains. Minimize use of sinks for clean up, as the drains are not suited to handling art materials.
 - No open flame. Electric tea kettles and hot plates acceptable but not to be left unattended.

- Habitation. Work spaces are not to be used as living quarters. Students found in violation of this policy will be asked to vacate their studio.

COMMON COURTESY

- Noise/music: Occupants must be respectful of other occupants of the building, MATX and otherwise. Extend the courtesy of informing neighbors of prolonged use of power tools, hammering, etc., and restrict such activities to times outside normal business hours (8:30 - 4:30). Music should not be audible outside your own space.
- Housekeeping: Hallways, doorways, passageways, storerooms, and services rooms shall be kept clean and orderly and in a sanitary condition. All exits and passageways will remain free of clutter at all times. Immediately clean up any wet spills. Housekeeping cleans the common areas, but does not enter work spaces. Occupants are responsible for their own housekeeping. For trash disposal, use the dumpster, or wastebaskets. Boxes clearly marked trash left in the hallway will be removed by housekeeping. Do not use bathroom sinks to dispose of paint and paint waste water.

FACILITIES

- All spaces have at least one working jack for high speed internet access. Notify Michael Keller or Patrick Vickers if the jacks are not functioning properly.
- All spaces are provided a working air conditioning unit. Notify Thom Didato if the unit is not functioning properly. Central heat is also provided.

MATX COLLOQUIUM SPACE (303)

This space may be used for ad hoc gatherings if not otherwise in use. Events such as Guild functions, colloquia, and lectures should be scheduled through Thom Didato.

ROOF ACCESS

Access to the roof beyond the front balcony off Rooms 301 & 302 is prohibited at all times. The front balcony is to be used for sitting only. No gatherings of several persons, no loud noise of any sort.

SPACE ASSIGNMENTS

Continuing MATX students submit proposals in late July to Thom Didato for new requests and continuing occupancy. Incoming MATX students submit proposals for use in mid-to late August to Thom Didato, and they are assigned space as available. Anyone no longer in the program or no longer needing work space in the following academic year must vacate by May 31.

CONTACTS

Keys	Lily Dunning , Hibbs 306	804-827-8306	dunninglr@vcu.edu
Facility issues	Thom Didato, Hibbs 306B	804-827-1329	tndidato@vcu.edu
Internet access	Michael Keller, Hibbs 317	804-827-8317	mkeller@vcu.edu
	Patrick Vickers, Hibbs 323	804-827-8323	vickersps@vcu.edu

IN CASE OF EMERGENCY

Please review the VCU emergency procedures posted on the bulletin board on the first floor adjacent to the gallery space.

FIRE/POLICE 804-828-1234

Note fire exits, and location of fire extinguishers (main entrance on first floor, middle of hallway on second floor).

HEALTH

In case of emergency, call VCU police at 828-1234.
Poison Control 828-9123

BUILDING (flooding, structural damage, electrical)
Urgent suspicious activity, call VCU police at 828-1234.
VCU police non-emergency dispatcher 828-1196.
Electrical/Mechanical 828-9364

CAMPUS SECURITY ESCORT SERVICE 5:00pm-8:00am nightly, 828-WALK

What to know and do to be prepared for emergencies at VCU:

1. Sign up to receive VCU text messaging alerts
(<http://www.vcu.edu/alert/notify>). Keep your information up-to-date.
2. Know the safe evacuation route from each of your classrooms.
Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information
(<http://www.vcu.edu/alert>).
5. Know the emergency phone number for the VCU Police (828-1234).

I have read the above policies and agree to abide by them in the use of my assigned space in Milhiser House.

Signature & printed name

Date