

## DEPARTMENT of LANDSCAPE ARCHITECTURE // STUDIO POLICY

Adopted 01/13/2010

*The Landscape Architecture Studio (Gould 312) is a dedicated space providing department students with communal meeting and work areas; individual desk stations; and integrated technology areas featuring Smartboards, computers, scanners, and printers. The Department of Landscape Architecture provides room and equipment usage to students enrolled quarterly in studio classes. Given the unique and shared nature of this environment, the Department has established the following policies for its use:*

- 1. HAZARDS**—Do not use chemicals that are flammable, hazardous or emit strong fumes in the studio. These would include adhesives, paint and aerosol fixatives.
- 2. RECYCLING**—Maintain designated areas for recyclables and garbage disposal. Use labeled receptacles for waste materials appropriately. Custodians shall only service the university-issued trash and recycling receptacles. **Students shall service their own Trash Overflow buckets (32 gal. GRAY buckets) by disposing contents at the Gould loading dock dumpsters. Students shall service the Construction Material buckets (32 gal. BLUE buckets) when full by disposing of contents in the construction yard dumpsters behind the shop.** Please ask a department staff member for a key to the construction yard or access it through the BE Fab Lab.
- 3. COMPOSTING**—A designated compost bin has been placed in the studio by the request of students. It is the responsibility of the students to maintain and empty compost bins regularly at the Gould loading dock.
- 4. ALCOHOL**—University policy prohibits alcohol in any campus building without a permit. Students should obtain a UW Banquet Permit for organized events in the studio involving alcohol. **\*Custodians will not dispose of empty bottles or cans of alcohol placed in recycling receptacles. To dispose of empty containers, students should use the designated receptacle at the Gould loading dock.**
- 5. FLOORS**—Studio floors and aisles should remain free of trash and materials and BIKES! that could become tripping or slipping hazards.
- 6. CORDS**—Extension cords and bicycles are not permitted in the studio per fire marshal mandate. Use of surge protectors is fine. Nothing should be strung from the ceilings.
- 7. CUTTING**—DO NOT cut directly on desks or conference tables. Please use cutting mats provided to the studio. Band-aids are in the kitchen area.

**8. SMART BOARDS**—DO NOT use markers, pens, Sharpies etc. on Smartboards. Dry-erase markers will be provided.

**9. KITCHEN**—Kitchen area cleanliness is expected throughout the year.

### END of QUARTER CLEAN-UP:

Students are required to meet as a studio group with their instructors on the Monday of finals week for an end-of-quarter wrap-up and clean-up session. Failure to do so without prior faculty permission can result in a withholding of grades for the quarter. Gould 312 should be emptied of all trash, food and recyclables before quarterly breaks begin. Please empty the refrigerator of all food.

Because of space restrictions, *only first-year students* may be assigned individual desks for the entire academic year and may store belongings at their desks during breaks. Other classes will select a new desk each quarter depending on the enrolled course studio. All students are encouraged to bring home studio projects and models at the end of each quarter.

### END of YEAR CLEAN-UP:

**At the end of the year in June, the studio should be cleaned and ALL personal belongings and projects removed. Failure to do so will result in holds placed on student records for the entire class. Anything remaining in the studio after Finals Week will be discarded.**

Students should empty the refrigerator and kitchen of all food and contents. Refrigerator, microwave and kitchen area should be wiped down and all personal appliances such as coffee pots and cookware should be removed for the summer.

Please wipe down desks, shelves, rolling carts, and computer stations and place stools on top of desks. Pick up remaining trash and recycling from the floor and community tables. Additional green recycling bins will be provided during finals week to aid the clean-up effort. Empty the 'Trash Overflow' buckets at loading dock and blue Construction + Demolition buckets at the Shop Yard recycling dumpster (behind the BE FabLab).

Thank you for your stewardship and cooperation!

**name (print):**

**signature:**

**date:**

Revised on 9/16/2019

**After reading this Studio Policy, please fill-in info above and PIN this policy to your desk.**

## **GARBAGE**

Custodial Services is responsible for servicing “normal” accumulations of garbage disposed of in approved containers only. Waste accumulated for a project is not “normal” and should be disposed of by building occupants.

Bring excessive garbage to the dumpster located at the loading dock.

### **GARBAGE YES**

- Foam Core
- Unapproved compostable service ware
- Non-recyclable materials
- Broken items (not from a lab) that are sharp or pointed; place pieces in a small box, label the box and seal it securely, and then place it next to your garbage container (blades go in the red BioHazard container)

### **GARBAGE NO**

- Clean Paper & Cardboard
- Recyclable items (PAPER, E.MEDIA, CANS+BOTTLES)
- Liquids
- Paint
- Chemicals & Hazardous Waste
- Light Bulbs
- Appliances, Computers & Machinery, **Wood/Construction Debris!**

### **E.MEDIA (BATTERIES, CD's, PRINTER CARTRIDGES, PHONES)**

A recycle bin for e.media is located on Gould's 2<sup>nd</sup> floor, near the elevator.

### **CANS & BOTTLES**

To avoid contamination, remember only plastic bottles, CUPS!, jars, jugs, and dairy tubs are permitted.

### **CANS & BOTTLES YES**

- Plastic bottles, jars, and jugs
- Plastic dairy tubs (yogurt, sour cream, etc.)
- Glass bottles and jars
- Steel/tin cans
- Aluminum cans (do not crush)
- Milk, soy milk, and juice cartons
- Aseptic food packages
- Plastic Cups + Coffee Cups + Lids (check that it's not ECOtainer)
- Plastic deli clamshell containers

Empty and rinse containers before recycling.

### **CANS & BOTTLES NO**

- Compostable food service ware
- Plastic utensils
- Lab glass
- Broken Glass
- Ceramic Cups
- Aluminum Foil, Plastic Wrap & Plastic Bags
- Trash & Other Contaminants

### **COMPOSTING**

Composting bins are located at the bottom of Gould Loading Dock, on each floor, in Studio, and now in Bathrooms [NEW!]

### **COMPOST YES**

- Food scraps
- Meat, poultry, fish, shellfish, bones
- Egg and dairy products
- Table scraps and plate scrapings
- Fruits and vegetables
- Bread, dough, pasta, grains
- Coffee grounds, coffee filters, tea bags
- Approved Cedar Grove compostable service ware (if purchased through The Buzz or Housing & Food Services ok)
- Food-soiled paper
- Kitchen paper towels
- Paper napkins
- Pizza delivery boxes
- Waxed cardboard and paper
- Paper take-out cartons without plastic lining (to test for plastic lining, tear the item; plastic is usually visible along the tear)
- Flowers and plants (no soil)

### **COMPOST NO**

- Ice Cream, Milk, Soy, Chai or Juice Cartons
- Plastic Bags, Food Wrap, Take-Out Containers, Plates, Cups, or Utensils
- Plastic Dairy Tubs (Yogurt, Sour Cream, etc.)
- Produce Baskets & Netting
- Plastic Lined Paper Take-Out Cartons (tear the item; plastic is usually visible along the tear)
- Unapproved Compostable Service Ware
- Foil
- Wire & Rubber Bands
- Grease
- Liquids

## **PAPER**

### **PAPER YES**

- **All mixed paper**
- **White paper**
- **Newspaper and newsprint**
- **Colored paper**
- **Sticky notes**
- **Envelopes**
- **Magazines**
- **Softbound books and journals**
- **File folders**
- **Hanging file folders**
- **Box board and tablet backs**
- **Card stock**
- **Small pieces of flattened cardboard**

**Staples, small paper clips, and small amounts of tape are permitted.**

**Remove all large paper and binder clips.**

**Remove all spiral and other types of bindings when possible.**

### **PAPER NO**

- **Food Soiled Paper & Cardboard**
- **Label Backing Sheets**
- **Styrofoam (Blocks or Packing Peanuts)**
- **Three Ring Binders**
- **Foam Core**
- **Hardbound Books**
- **Photographs**
- **Plastic Coated Paper (tear the item; plastic film is usually visible along the tear)**