

PLEASE READ THROUGH THESE RULES. Each Student will be asked to sign a form indicating they have read and understand the following:

General Building and Grounds-Rules and Regulations:

We are fortunate to work and study in a professional environment provided us by the citizens of the State of Kansas, by the selfless philanthropy of our alumni and friends, and through the application of Technology Fees provided by generations of students. It is our responsibility to be vigilant in maintaining the general condition and care of this facility, exhibiting a professionalism of action that accords with the focus and expectations of our professions. Each of us is a steward of this environment, entrusted to its care and good use in advancing the impact of our disciplines through the potency of design and planning. Our custodial staff, important members of our community, are dedicated to helping us maintain the cleanliness and order of our environment. Please respect our facilities, our belongings and each of us as individuals.

The welfare and safety of members of our community are paramount. Behavior that disregards the safety of anyone in studio and/or the building or behavior that creates undue disruption of academic processes will result in disciplinary action. Detailed information about The Kansas State University Code of Conduct is available at: <http://www.k-state.edu/osas/code.html>

Building/Space security

- Keep your Keycard on your person at all times. Do not loan your Keycard to other individuals as it will be programmed for your specific access privileges.
- Do not prop exterior doors open at any time. Do not prop or leave Design Laboratory doors open during non-open access times. Doing so compromises the security of the building and inhabitants.
- Report a lost or stolen Keycard immediately to: Don Crawford, Seaton 0068A, 532-1091, crawford@ksu.edu.
- Keycard replacement cost is \$10.00.
- If you see something-say something. For life-threatening emergencies dial 911. If you observe, or suspect, criminal activity call the University Police Department at (785) 532-6412.

Notice:

- Be advised that our facility is equipped with a 24-hour video monitoring system intended to aid in preventing crime.
- Kansas State University prohibits the possession and use of firearms, explosives, and other weapons on any university campus, with certain limited exceptions, which include use of weapons as part of approved university programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns, as provided in the weapons policy, which may be found at: <http://www.k-state.edu/police/weapons/index.html>.
- Before bringing a concealed handgun into a university building, individuals who choose to carry a concealed handgun in a "backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual's personal items" (University Weapons Policy 3770.030.ii) should consider whether or not they may be required to be separated from their handgun, such as being asked to go to the front of a classroom or to store "personal carriers" in a particular area of a studio, lecture, lab, or seminar room. A wide variety of university activities may require individuals to place backpacks, etc., out

of reach for safety or other reasons. To ensure individuals understand the requirements related to concealed handguns on campus, everyone is encouraged to take the online Weapons Policy Training module (<http://www.k-state.edu/police/weapons/index.html>).

- Immediately report building issues (including such problems as sink/toilet stoppage, plumbing leak, roof leak, or any water on the floor), maintenance needs, climate control concerns or any other situation that could cause serious/immediate damage to people or property to the Dean's office, R2132, 522-5950 or for less pressing matters report online to apdesign.k-state.edu/about/work-requests/index.html. Contact KSU police at 532-6412 for issues occurring over the weekend or in the evenings. The police will assess the situation and arrange for the necessary emergency repair.
- Immediately report networking or connectivity problems to: Don Crawford, Seaton 0068A, 532-1091, crawford@ksu.edu. Do not attempt to move or work with the cabling as installed in hallways and studios; that remains the College's responsibility.

Prohibitions:

The following items and actions are STRICTLY PROHIBITED and are cause for disciplinary action, including possible dismissal from APDesign. Detailed information about The Kansas State University Code of Conduct and sanctions is available at: <http://www.k-state.edu/osas/code.html>

- The use of spray fixatives, adhesives, paints or finishes is banned except for the Spray Booth in Room (0087A). Students, Faculty and Staff who have completed the required training may access the Spray Booth via KeyCard.
- No tape or adhesive of any kind is to be used on the wood floors.
- Use of tobacco products and electronic cigarettes in the building, on any rooftop or terrace spaces, in any named exterior spaces and within 100' feet of any entry.
- Possession of alcohol on University property.
- Skateboard and bicycle use in the building, on entry sidewalks, in the William T. Kemper Courtyard, and in the Sunderland Foundation Fabrication Courtyard.
- Bicycles and other personal movement devices are not allowed in the building except for required medical/ambulatory equipment.
- No pets or animals, except service animals at any time in the building.
- Use of speakers for music/audio without the use of headphones/earbuds.

Design Laboratories, Critique/Class/Review Spaces and Design Lab Support Spaces-Rules and Regulations:

- The new Design Laboratory Desks and Chairs were procured through the Student Technology Fee funds over and above the building construction contract.
- Desk configuration and adjustments are determined by the studio section professors assigned to each design laboratory space. Do not move furniture or equipment without approval from the faculty.
- Do not cut materials directly on the desk surface/ floors or walls. Use a self-healing cutting mat under all materials to be cut.
- Do not make permanent marks or apply adhesive stickers to desks, chairs, floors or wall surfaces.
- Do not bring additional furniture or storage containers into the building. Studio desks have a storage compartment measuring 10"W x 24"T x 19"D. This may be used for a CPU or for storage. (Lock not provided.) 2 shelves are provided in each compartment. Storage bins 9.5"W x 5"T x 17"D will work with the shelving. A taboret on wheels for drawer storage with a maximum size of 16"W x30"T x20"D deep will work for L-configured work stations.
- Do not pour any toxic fluids or viscous material down the Design Lab Support spaces or restroom sinks.
- Microwaves, hot plates, coffeemakers, refrigerators and other appliances are prohibited. These items diminish the LEED performance of the facility and are prohibited by the Fire Marshall. These will be removed and discarded immediately.

- No decorations, including light strings, garlands, festoonery, etc. may be used in the Design Laboratories by order of the Fire Marshall.
- Do not tape, tack or nail items to the walls, doors, door frames, or glass windows. Use push pins on the tack surfaces provided to display your projects, and magnets in other ferrous-surfaced areas to post approved notices.
- Do not post general information concerning College or campus events/organizations on surfaces designated for critiques or project display. There are tack surfaces specifically designated in each area of the building for general information.
- Do not use the Design Laboratory tables or the floor as a bed. Rest is essential in staying healthy and being more productive, so make appropriate rest part of your project plan.