



## General Studio Guidelines and Extended hours policy

- Studio housekeeping must be observed by all Students assigned to cubicle work stations and shared meeting areas.
- When meeting for scheduled classes, or meeting in independent groups, Students must allow time for “clean up” - throw out empty drink containers, waste materials, and reorganize furniture before end of meeting session.
- Personal 3D printers are not allowed in any studio or classroom.

Equipment or tools that require power must be reviewed by campus safety before use and all equipment used in studios/cubicles that requires power must be on file with

- department Coordinator.

Do not daisy chain surge protectors, extension cables, or add outlet extenders to wall or cubicle receptacles. See department Coordinator for power issues.

- No furniture may be brought to campus without direct approval from Faculty Program Coordinator and department Coordinator. This includes, couches, beds/sleeping mats, hammocks, or desks. If outside furniture is permitted, the Student must submit Name and Student ID # along with picture of furniture. Students will be responsible for removing the furniture from studio at end of semester.

No food items may be stored in cubicle cabinets or drawers. Food must be stored in studio refrigerator or an approved metal container. No exceptions. Failure to do so will

- cause an infestation of rodents and roaches and a possible closure of the entire use of studio to all Students.

No personal refrigerators are permitted in cubicles.

- Microwaves, toaster ovens, or other appliances must be approved by department Coordinator before they are brought to campus.

- Stickers are prohibited to be placed on cubicle cabinets, walls, or furniture.
- Privacy curtains or modifications to cubicle layout in any material is not permitted - (Fire Marshal code).
- Blocking fire extinguishers, facility utility turn offs, egresses and pathways is prohibited.
- It is prohibited to have anything attached to I beams, ceilings, items attached to overhead light fixtures, or inappropriate and unprofessional effigies displayed in Studios.
- Bicycles must be locked up outside in appropriate areas. Bicycles cannot block egresses, hallways, or facility utilities.
- Personal office chairs are permitted, provided that you send a picture of the chair, cubicle location, Student Name and Student ID# to the department Coordinator. Students will be responsible for removing chairs at the end of Spring Semester. If You are moving to another studio, the chair must be assigned to the new cubicle location of the new studio.
- If you have a facilities issue with power, lighting, or other need please submit an email to the department Coordinator with your name, Studio cubicle space number, and description of issue – [denny.cubbage@csulb.edu](mailto:denny.cubbage@csulb.edu).

**Upper Division Studio access is a privilege and may be revoked if the above guidelines are not observed.**



## CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

### CSULB General Policy on Extended Hours Use of Facilities

The following guidelines apply to general use of CSULB facilities AFTER HOURS (after 1 a.m. and before 5 a.m. weekdays and any time on Sunday and holidays):

- University facilities are for the use of currently enrolled CSULB students for the purpose of completing their coursework. Likewise, equipment may only be used by enrolled CSULB students, who have been trained and instructed in its use.
- For their own safety, students should never work alone in the labs or classrooms after hours. Use the "buddy" system-always make sure that at least one other student is nearby.
- Facilities where hazardous chemicals or dangerous equipment are located are open only during scheduled hours. For unsupervised access to these areas, a CSULB Access Authorization Form must be signed by the student(s), authorizing faculty/staff and Department Chair. The completed form is subsequently reviewed and approved by the Department Safety Coordinator/Chemical Hygiene Officer (DSC/CHO) for inclusion into the EHS-managed Campus Safety Shared Drive.
- University facilities must be kept clean! Eating meals is discouraged in non-laboratory facilities and prohibited in laboratories. Where meals are consumed in non-laboratory settings, the room must be left in a clean and tidy state, with cups, containers and other food-related items placed in garbage receptacles after use.
- If custodial personnel arrive to clean the rooms, students must leave the room until cleaning is completed.
- Noise must be kept to a minimum-especially after 10 p.m. Please remember that the University is located adjacent to sensitive residential neighborhoods.
- Use of radios, CD players, etc., is by mutual consent of everyone using the room. If even *one person* objects to the music, the music must be turned off. In any case, when music is played, the volume must be kept at a reasonable level. Headphone use is encouraged in facilities where hazardous chemicals, equipment or processes do not exist.
- Rooms are to be used for their intended purpose. Horseplay or other disruptive behavior is prohibited at all times.
- After-hours use of rooms is a privilege, not an entitlement. If problems arise as the result of students using the facilities after hours, the University may close and lock the buildings. Individuals not following these guidelines will lose this privilege.

**IN CASE OF AN EMERGENCY...**

**USE A BLUE PHONE LOCATED IN THE HALLWAYS OR CALL 911 FROM ANY PHONE**