

Studio Use & Stewardship Policy

We assume that all students are individuals who respect each other, each other's work, and our facilities. We ask that you work in partnership with the faculty, staff, and fellow students to create an ethic of stewardship in relation to our facilities and an environment governed by respect for others while working in the studios. In that spirit, the following policy was established by the Landscape Architecture Department to foster a culture of respect for each other and our facilities.

Studio Etiquette

When students are working in the studio, certain etiquette is necessary to ensure a civil working environment. Students should be considerate of their classmates, and of others in the building. Some basic guidelines:

- ALWAYS lock studio/lab doors. Everyone is responsible for protecting the safety of their classmates and their possessions.
- Clean up and store all work after each class session when using common or shared spaces, including, light tables, meeting areas, and shared desks.
- Students should keep their personal workspace in reasonable order.
- In hot-desk studios, workstations must be left clean and ready for the next student at the end of each scheduled class period.
- Do not leave trash on the floors (use bins provided; ask for extras if needed).
- Headphones are required for all music, videos and online meetings.
- Report any damage of property to the department as soon as reasonably possible.

Use & Stewardship of Studios

The following guidelines are established to ensure the security, safety, and integrity of our educational facilities.

Lab Use

Any damage to University property will be documented and reported through appropriate University procedures. Students determined to be responsible for damage may be responsible for costs associated with repair or replacement and may also be subject to applicable University conduct procedures. Some basic use guidelines:

- Use designated studio spaces for studio work.
- Building-wide hallways and common spaces should not be utilized for the completion of studio coursework. Keep these areas clear of projects, materials, equipment, and debris.
- Do not cut on, write on, glue on, paint on, nail into, drill into, or otherwise damage studio desks, workbenches, other furnishings, floors, or walls.
- Work on cutting mats or other protective material. Dispose of sharps, blades and knives in a responsible manner.
- Spray-paint may not be used inside or immediately outside of the building. Use designated areas in conjunction with CAED support staff.
- Do not use power tools (e.g., circular saws, jig saws, sanders) in labs or interior common areas. Construction that requires power, creates noise or dust should be completed in the CAED shop or other designated work area. With faculty permission and oversight, exterior spaces around Dexter may be temporarily used.

- Do not use any materials or products (e.g., plaster of paris, concrete mix) if the packaging says “use in a well-ventilated area” inside the building, studios or areas adjacent to the building. Use the CAED shop with appropriate safety measures (e.g., gloves, safety glasses and masks).
- Be mindful of noise levels and the use of any equipment in studio while classes are in progress, including other studios and computer labs.

Facility Modification

Any unauthorized facility modifications will be removed by the custodial staff after a request to do so has been submitted by the faculty or staff. Students determined to be responsible for damage may be responsible for costs associated with repair or replacement in accordance with University procedures.

- Do not suspend anything from the ceiling, beams, ceiling tiles or light fixtures.
- Do not attach in a way that marks (e.g., glue, nail, screw) anything to the floors or walls.
- Do not place any signage in the windows.

External Furnishings

Additional furnishings, including sofas, large desk chairs, stuffed chairs, bedding, items that don't fit under the desk, etc., are not allowed in studio without approval of the faculty member. Items will be removed by the custodial staff, after a request to do so has been submitted by the faculty or staff.

- One (1) microwave per room is allowed only in studios 252, 208, and 209. Students are responsible for keeping microwaves clean. Microwaves in hot desk labs (247, 248 and 249 for example) are not permitted.
- Coffee-makers may be brought into labs if they are not near any paper or combustibles. Coffee grounds may only be disposed of in trash receptacles. Do not put grounds in sinks. Students are responsible for keeping coffee-makers clean.
- Do not bring additional furnishings into the labs (e.g., sofas, large desk chairs, stuffed chairs, bedding, large bookcases that do not fit under the desks, etc.) without prior documented approval from the faculty member responsible for the studio. Approval should be obtained before the item is brought into the studio and may be revoked if the item creates a safety, access, or maintenance concern.
- Extension cords may be used only for temporary power and must be properly grounded and in good condition. Power strips must have appropriate safety certification and built-in overcurrent/circuit protection. Do not connect power strips to extension cords or daisy-chain power strips.

Drafting Surface and Desk Protection

Students should plan to utilize a drafting surface (typical size 30"x42") to protect the desk from harm and to provide a consistent drawing surface. The drafting surface must not extend beyond the desktop and must be moved to your new workstation every semester. Under no circumstances should students cut or glue directly on the desk surface. Students are responsible for the protection of their desk surface. Various options are available for you to consider, including:

- A portable drafting board with drafting surface and a T-Square or attached parallel rule.

- Borco drafting covers come in various sizes and can be used with T-squares. Surfaces can be taped to the desk with drafting tape that does not damage the desk surface.
- Matboard or Museum Board that either sits on the desk or is taped to the desk with drafting tape.

End-of-Term Studio Clean Up

The deadline to remove all personal items from studios and lockers is 4:00 PM on the last Friday of the term, unless notices are posted with an earlier deadline. Materials remaining after the deadline will be disposed of immediately, including projects, artwork, models, and personal equipment. By the deadline:

- Sort all trash and recycling. Place all trash in trash bins or dumpsters—floors should be free of trash.
- Remove all personal possessions **including the portable drafting surface** and all projects.
- Report any needed repairs to the Landscape Architecture Department Office.

Cal Poly State University Policies

We also want to remind you of some policies established by Cal Poly to protect all students, staff, faculty and the general public which impact the use of studios, for example:

- Personal refrigerators and mini-refrigerators may not be brought into studios or labs except when authorized as an approved accommodation or otherwise approved under applicable University procedures (CSU Executive Order 987 and Cal Poly Facilities policy).
- Do not park or store bicycles in the labs or stairways (CAP 359.1, Bicycle Restrictions).
- Pets are not permitted in campus buildings except for service animals or animals involved in authorized research or instruction programs. (CAP 353, Pets on Campus).
- Students may not possess or consume alcohol on campus except in authorized areas and under circumstances permitted by University policy (CAP 172, Alcohol Policy).
- Cal Poly is a smoke- and tobacco-free campus. Smoking, vaping, and the use or sale of tobacco products are prohibited on University property (CSU Executive Order 1108; CAP 171, Smoking Policy).

Signature Requirement

A signed copy of this Policy must be filed with the Landscape Architecture Department (34-251) within two weeks of the start of the semester. If the policy is updated, you will be asked to sign a new copy. **Please print, read, sign, date and deliver a copy of this document to the Landscape Architecture Department office (Bldg. 34-251).**

I have received, read and understand the Landscape Architecture Department, Cal Poly State University, San Luis Obispo Policy on: Studio Use and Stewardship. I understand that if I cause damage to University property, I may be responsible for costs associated with repair or replacement in accordance with University procedures. Unpaid charges formally assessed to a student account may result in restrictions on registration or student records in accordance with applicable University policy.

Student Name (print)_____

Student Signature_____Date:_____

Updated Fall Semester 2026