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Welcome to the Department of Art History, Visual Art and Theory (AHVA). Getting to know the policies and procedures in a large institution like the University of British Columbia can be daunting, so we have put together this handy guide to make the process a little easier for you. As a student taking visual art (VISA), you will access specialized studio facilities and work spaces, and will interact regularly with our faculty and staff.

This handbook explains eligibility criteria and access procedures for our studios, provides studio area contacts, and outlines general art practice guidelines. You will also find information on health and safety, emergency contacts, as well as other AHVA and UBC resources.

Have an excellent year making art, and please consult the AHVA resources listed in this handbook if you have any questions. AHVA faculty and staff are happy to assist you or to provide further direction.
Studio Access Guidelines

**Studio Access Policy**

Only UBC students currently registered in VISA courses may use AHVA studio facilities and equipment for their course work.

Before you can use a facility, you must complete an area-specific orientation with AHVA area staff, who will review policies, procedures, and usage guidelines related to that facility.

If you lose your key or card, you must notify the department and UBC Campus Security as soon as possible so we can ensure the safety of our studios is not compromised.

Do not under any circumstances ask UBC Campus Security to unlock a studio facility for which you have not been granted official access. We have provided security staff with a list of students who are registered for access, and they will not open doors for students who are not on this list.

**AHVA Work Together Policy**

Extended-hours and unsupervised access to AHVA facilities and studios are permitted only when you have a Work Partner physically present with you in the facility for the duration of that work period, and are subject to the specific access guidelines and hours of the facility.

“Extended-hours” are defined as any time outside of Monday to Friday, 8:30am to 5:00pm. Please refer to facility hours on pages 8 and 9 of this handbook.

“Work partners” are defined as students currently taking VISA courses and who have received the relevant facility orientation.
**Extended-hours Access**

Following your facility orientation, you must complete an AHVA Access Request Form and have it signed by AHVA area staff, who will submit your information to the AHVA main office.

Processing access requests takes a minimum of one week, so please plan accordingly. Requesting extended-hours access on a Friday afternoon will not get you through the doors that weekend.

You must use facilities respectfully and adhere to the Work Together Policy detailed in this handbook. Failure to do so will result in you losing your access and extended-hours privileges.

Where necessary, key access will be coordinated by the UBC Key Desk, located at the back of the UBC Bookstore at 6200 University Boulevard. They may require a small additional deposit. All outstanding keys must be returned before any new ones can be issued to you.
Facility Hours

BFA/BA Undergraduate Studios (AAC 3000 & 3007)

Normal operating hours | 24-hour access

Type of access | Card access via $100 deposit

Who is eligible | Students who have been notified via email by the department of their eligibility

Darkroom Facilities & Photo Studio (BCB 104 & 107)

Normal operating hours | 7:30am to 7:00pm, Monday through Friday

Extended-hours | 7:00pm to 10:00pm, Monday through Friday, and 7:30am to 10:00pm, Saturday and Sunday

Extended-hours access | During normal operating hours, you can use your UBC ID to sign out a key from the AV cage in BCB 106.

Who is eligible | Students registered in photo courses

Dorothy Somerset Mezzanine Area (DSOM 207)

Normal operating hours | 8:30am to 5:00pm, Monday through Friday

Extended-hours | 5:00pm to 10:00pm, Monday through Friday, and 7:30am to 10:00pm, Saturday and Sunday

Extended-hours access | During normal operating hours, you can use your UBC ID to sign out a key from the workshop in DSOM 106. A sign-in and sign-out procedure is in place for this facility.

Who is eligible | Students registered in VISA courses

Dorothy Somerset Workshop and Metal Shop (DSOM 106)

Normal operating hours | 9:00am to 4:30pm, Monday through Friday, closed for breaks
Extended-hours | None; supervised and oriented user access only

Who is eligible | Students registered in VISA courses – users must complete orientations, and AHVA staff must be present

MFA Facilities (AAC 4th Floor)

Normal operating hours | 24-hour access

Type of access | Card and key access via $100 deposit

Who is eligible | Students enrolled in their first two years in the program

Photo Processing Area (BCB 108)

Normal operating hours | 7:30am to 7:00pm, Monday through Friday

Extended-hours | 7:00pm to 10:00pm, Monday through Friday, and 7:30am to 10:00pm, Saturday and Sunday

Extended-hours access | Card access for building perimeter and photo-processing area upon application to the photography and digital media technician

Who is eligible | Students registered in photo courses

Print Media Research Centre (AAC 2000)

Normal operating hours | 8:00am to 7:00pm, Monday through Friday

Extended hours | 7:00pm to 10:00pm, Monday through Friday, and 8:00am to 10:00pm, Saturday and Sunday

Extended-hours access | Card access granted upon application to the PRC technician

Who is eligible | Students registered in print media courses or with the permission of the PRC technician
Finding AHVA on Campus

A. Morris and Helen Belkin Art Gallery
1825 Main Mall, V6T 1Z2
Gallery and offices

B. Buchanan Building, Block B
1866 Main Mall, V6T 1Z1
B202 and B206 digital labs

C. Frederic Lasserre Building
6333 Memorial Road, V6T 1Z2
AHVA head office, administration, Visual Resources Centre (VRC), faculty offices and classrooms

D. Auditorium Annex A
1924 West Mall, V6T 1Z2
Faculty offices

E. Old Fire Hall
2038 West Mall, V6T 1Z2
Faculty studios and offices

F. B.C. Binning Studios
6373 University Boulevard, V6T 1Z2
Photo digital facilities, faculty studios and offices

G. Dorothy Somerset Studios
6361 University Boulevard, V6T 1Z2
Painting, drawing and sculpture studios, AHVA Workshop, faculty studios and offices

H. Audain Art Centre
6398 University Boulevard, V6T 1Z2
AHVA Gallery, Print Media Research Centre (PRC), BFA and MFA studios, faculty studios and offices
AHVA Studio & Facility Guidelines

General Regulations

AHVA facilities are provided to students as working studio spaces only, not as living spaces. Sleeping on the premises is prohibited, as is bringing in any personal equipment for food preparation.

For health and safety reasons, eating is not recommended in studio facilities. Take a break and use other more appropriate venues on campus to eat.

Smoking, vaping, and consuming alcohol and illicit substances are strictly prohibited.

Animals and children are not permitted in studio areas for health and safety reasons.

University staff are required to regularly inspect facilities in the interest of maintenance and safety, as well as to ensure the guidelines in this handbook are followed. They may enter studios without notice at any time.

It is your responsibility to help maintain the cleanliness of facilities, including sinks and waste areas. Doing your part helps to build a happy studio community that enriches everyone’s experience.

Health & Safety

Everyone who uses department facilities must conduct themselves appropriately to avoid endangering themselves and others, and should report any recognized hazards or concerns to AHVA staff or the AHVA Safety Committee. If you have any inquiries regarding health and safety, please contact the safety chair, Nick Smolinski, at 604 822 2150 or nick.smolinski@ubc.ca.

Area-specific health and safety boards located in each facility outline general safety guidelines, additional usage instructions, and UBC policies and contacts.
AHVA Studio & Facility Guidelines

Note the location of the following in every area where you work (AHVA staff will call your attention to these during your orientation):

- Emergency eye-wash stations and showers
- First aid stations
- Fire alarms and fire extinguishers
- Emergency exits and muster points

In an emergency, call 911 (fire/ambulance/police). Always notify AHVA staff in the area, but only when it is safe to do so. Refer to fluorescent green AHVA Emergency Procedure posters in your area for additional instructions.

If you have a non-emergency security concern, call UBC Campus Security at 604 822 2222. They are available 24 hours a day. AMS Safewalk is happy to provide safe escort if you need to travel across campus at night, and can be reached at 604 822 5355.

Familiarize yourself with all other relevant UBC emergency contacts and procedures. A short list of contacts is included at the end of this handbook.

Studio Security

Our buildings are shared-use facilities. As such, we share responsibility for keeping them secure.

Do not allow strangers into secured spaces. Faculty, staff, and students who are permitted access have their own card or key to do so. Other UBC personnel also have their own means of access and will never ask you to open a space for them.

Never prop open doors. Always meet visitors at the door.

At the conclusion of a work period, turn off any equipment and lighting, close windows and doors, and leave the area safe and secure upon departure.
**Orientations**

Before commencing any course work, you must participate in area-specific facility and equipment orientations as required.

AHVA staff will provide you with shorter written guidelines for specific facilities as appropriate. They will also give orientations that cover art practice safety, proper use of equipment and facilities, access procedures, and general UBC policies. These shorter guidelines supplement the general guidelines outlined in this handbook.

If you are unsure how to use a piece of equipment, or are unfamiliar with a facility procedure and have not received training from AHVA, please contact either the appropriate AHVA technician for that area or your course instructor to arrange training.

**WHMIS & Other Hazard Identification Systems**

All students taking VISA courses are required to complete a 20-minute online course about WHMIS (the Workplace Hazardous Materials Information System). This course will introduce you to WHMIS and increase your awareness of hazard identification systems in use at UBC. This course complements other AHVA orientations and training you will receive in your studio courses. [http://rms.ubc.ca/training-and-general-education-courses/research-safety-training-courses/whmis-training/](http://rms.ubc.ca/training-and-general-education-courses/research-safety-training-courses/whmis-training/)

**Materials, Research & Responsible Studio Practice**

The studio facilities are intended for use with common, classroom-safe media. While other materials may be accommodated, they require review and approval from AHVA staff before you use them.

Handle all materials with care and consider all health and safety precautions. Many materials contain chemicals that can affect your health and the health of those around you. Please refer to WHMIS and supplier labels for specific information.
You are required to make yourself familiar with the hazards and safe working procedures of your materials and processes before you commence any work. If you have any questions or concerns about materials or the safety of a particular process, consult with AHVA staff before you get started so that you can take appropriate safety precautions.

Some materials and processes may require you to use personal protective equipment (PPE), such as gloves, respirators, and goggles. Many PPE items can be purchased through the PRC store in the Audain Art Centre. In addition, AHVA facilities may have engineering controls with standard operating procedures in place to support the safe use of specific materials, products, or processes. Please consult with AHVA staff before you commence any work:

**Audain Art Centre**
Ian Craig | 604 822 3462 | ian.craig@ubc.ca

**BC Binning Studios**
Rob Bos | 604 822 8088 | robert.bos@ubc.ca

**Dorothy Somerset Studios and MFA Studios**
Frances Hart D’Emilio | 604 822 4647 | ahva.shop@ubc.ca

UBC requires us to have a Safety Data Sheet (SDS) for every material and substance we use in our work spaces. It is your responsibility to provide AHVA with up-to-date SDS information when you use any materials or substances in the studios. Always check with area staff if you plan to bring new materials into a studio space.

You are required to communicate to your instructors and AHVA staff the details and scope of your work (this includes not only materials-based artwork that you make, but also performance work, public actions, and interventions). Please avoid surprises in this regard.

UBC requires that students, staff, and faculty comply with policies relating to facilities, materials, processes, waste disposal, and use of public space. Be respectful and responsible in your research and artistic practice.
Personal Protective Equipment

For your safety, it is best practice that you have personal protective equipment (PPE) readily available to support your practice.

Studio areas will require you to use specific PPE, which is often listed on signage located on the access doors to AHVA studios and workshops. Check with staff in individual studio areas for advice and requirements.

Generally you should always have the following work/studio clothes on hand:

- Long, loose-fitting pants
- Long-sleeved shirts
- Closed-toed shoes made of non-porous material
- Work apron, lab coat or smock

The AAC Supply Shop stocks and sells the following specialized PPE items for your convenience:

- High-cuffed nitrile work gloves
- Safety goggles
- Respirators and cartridges
- N95 particulate masks

Chemical Storage & Flammables Cabinets

Many of the materials that you use in your art practice are WHMIS-controlled substances. The UBC WHMIS course mentioned earlier in this document will familiarize you with the WHMIS hazard identification system in more detail. WHMIS controlled substances require appropriate, safe storage procedures to be followed.

What this means for you is that the products and art materials you bring into the studios may require you to follow appropriate storage procedures and they should not be stored in a locker or open common area.
For example, certain paint mediums and thinners are considered combustible substances and must be stored in an official AHVA flammables cabinet.

If you plan to use any such material, please check in with AHVA staff first for direction on how to store your material.

Once you receive direction and approval from staff the general procedure to store material in a flammables cabinet is:

1. Acquire SDS information for the department (available online)
2. Bring in your product in its original container.
3. Provide the printed SDS information to AHVA staff to register in our chemical inventory.
4. Complete an AHVA Material Storage Label (available from AHVA staff) and apply it to your sealable container before placing it in the cabinet.

**Restricted & Prohibited Materials**

The following materials and processes are strictly prohibited:

- Fire of any kind – no open flames, burning, or combustion
- Heat-generating equipment (personal hot plates, wood burning pens, etc.)
- Ignitable materials and particulates
- Fuels (kerosene, gasoline, etc.)
- Explosives
- Products containing toluene
- Pure turpentine

The following materials and processes are restricted and require that you consult with AHVA staff in advance:

- Spray paint – *Can be used only in the spray booth inside the Audain Art Centre with approval and proper personal protective equipment (PPE). Do not, under any circumstances, use spray paint in stairwells or on sidewalks, in outdoor courtyards, or anywhere on UBC grounds.*
- Resins – *PRC fume hoods can support this, but please coordinate with staff.*
- Solvents (including odourless paint solvents)
- Acids, bases, chemicals, chemical agents, and compressed gases
- Products that contain chemical agents
- Asphaltum and tar products
- Plaster and cement or cement-like products
- Products that are made up of or contain fine dust or particulates (sawdust, flocking, powders, glass beads, dry pigments, etc.) and dust-generating processes (i.e., sanding) – These can be accommodated in specialized facilities or with specialized equipment in combination with PPE.
- Wax (melting) – Wax and encaustic painting can be accommodated with specialized equipment and instruction from AHVA staff.
- Electronics (modification, electronic component disassembly/assembly, soldering, etc.)
- Construction of any three-dimensional structures, platforms, enclosures, or support furniture
- Suspended objects – You are required to review appropriate anchor points with staff in advance
- Bio-hazardous or potentially bio-hazardous material, including any human or animal fluids, matter, flesh, or blood
- Organisms (living or dead) – Due to ethical issues pertaining to the use of living organisms used in art practice, any such use of animals, living organisms, tissues (including animal flesh), fluids, blood, or related matter must be reviewed and sanctioned by staff before proceeding.

Any potentially hazardous or unconventional studio materials, processes, or practices that you intend to work with in the facilities or on the UBC campus, whether listed in this document or not, must be reviewed by AHVA faculty and staff before you commence work. This is for your health and safety and that of your colleagues.
AHVA Spray Booths & Respirators

If you need to use spray paint or do any kind of industrial finishing that involves materials containing volatile organic compounds (VOCs) or that may generate fumes or dust, you are required to do this work safely in an appropriate facility. Examples of this kind of finishing include spray painting, sanding, and using materials in the form of a particulate, such as flocking. Please consult with area staff about the best solution for the process you wish to use.

Do not do this kind of work in general studio areas, in the common areas of a building, or anywhere outside, as it can be hazardous to you, the public, and the environment. Instead, plan ahead and consult with AHVA staff.

Some of these techniques can be done safely in the large spray booth on the third floor of the Audain Art Centre (room 3008). This booth can accommodate large-scale, three-dimensional objects. The spray booth pushes large volumes of air through the space, which in combination with personal protective equipment (a respirator) will allow you to safely complete your finishing work.

You can request access to the spray booth at the equipment cage in BC Binning Studios, provided you have the appropriate personal protective equipment (PPE), which includes goggles and a personal respirator with cartridges. UBC requires that you complete a respirator fit test before you use the spray booth.

AHVA administers regular respirator fit test sessions throughout the year, which take about 20 minutes per person. The schedule for tests will be announced in your studio areas. Alternately you can contact area staff or the safety chair, Nick Smolinski, to inquire about setting up a fit test outside of the regular schedule (604 822 2150 or nick.smolinski@ubc.ca).

Once you complete your respirator fit test, you will be added to the AHVA access list for the year and will be eligible to sign out spray booth keys for limited periods.
Installation, Display & Public Space

You may only display or attach your artwork to designated display surfaces and locations. Tacks and finishing nails are the recommended fasteners – tape is not recommended. Do not affix work to any surface in the public/common space of a building without prior approval from area staff.

Do not suspend anything from mechanical systems, lighting, or power, water, steam, and fire lines on the ceiling. Area staff can help you find appropriate anchor points to suspend work.

Any artwork or activity intended for public spaces requires official approval from UBC before you move forward – do not just drop off the work and see what happens.

If you are planning a work, performance, action, or display in public areas (whether in a building or on the grounds of the UBC campus), you must consult with an area technician or the safety chair, Nick Smolinski, at least three weeks in advance to discuss the details of your work. Projects cannot be enacted in public spaces without this permission. Plan accordingly. Plan ahead.

When you work on and install your projects, you must not damage or deface university property in any way. This includes UBC grounds, buildings, and equipment. Students are prohibited from working directly on walls, floors, and windows or altering them in any way. These surfaces are not appropriate for art projects.

All students must adhere to UBC regulations regarding research activity and work carried out on campus. These regulations include provisions for environmental protection and other safety and habitat concerns. All work must comply with UBC safety codes, including those related to fire prevention, public safety, and the safety of people with disabilities.
Common Spaces & Shared Areas

Due to fire regulations, all hallways and common areas must be kept clear of personal materials at all times. Do not use common areas as working areas or as extensions of functional studio space.

Your research activities should not disturb, manipulate, or alter the artwork or physical space of your studio mates. Do not intrude on the studios of others without their consent.

Please keep all of your artwork and materials contained in studios or allocated storage areas. You are responsible for removing all materials, projects, and personal belongings at the conclusion of your classes. AHVA does not offer any storage or disposal services.

Disposal of Excess Materials and Garbage

You are expected to keep your work areas clean and tidy and are responsible for disposing of excess materials and garbage in accordance with best practices and UBC guidelines.

Do not simply throw everything you do not need into the closest bin without consideration. Do not abandon excess materials or garbage near a bin if they do not fit inside, and do not attach a “free” sign to them in hopes that someone else will take care of disposal. The responsibility of dealing with your art waste lies with you.

All non-hazardous waste needs to be sorted and disposed of in appropriate receptacles for paper, plastic recyclables, and safe organic waste. Oversized items need to be broken down to a manageable size (ideally to fit the regular waste-stream rubbish bins).
All wood, metal, and glass waste needs to be safely broken down, delivered to the AHVA workshop in Dorothy Somerset Studios, and then separated into individual disposal bins where it will be picked up for appropriate disposal by UBC Waste Management. This material cannot be disposed of in a regular garbage bin.

Before you dispose of potentially hazardous material, sharps, and other dangerous items (e.g., batteries), consult with AHVA staff for instruction on safe disposal.

Disposing of hazardous materials or objects in a regular garbage bin can injure other students and employees of UBC, and harm the environment. Be responsible with your art waste. Let’s do it right.

**Furniture, Equipment and Maintenance**

Please treat studios and equipment with respect.

Physical modifications to studio facilities, furniture, and equipment are not permitted.

All furniture and equipment are tagged and inventoried for each facility. Do not remove anything from the area you’re working in.

Students are expected to ensure furniture and equipment are not damaged from neglect or misuse. If you encounter anything that requires maintenance, contact area staff as soon as possible so that we can ensure it is repaired and looked after.

Before you bring furniture or support structures (such as tables and storage units) into a facility, consult with AHVA staff, who will review your request in terms of health and safety considerations. These include any structures or supports you plan to build in your space. Any items that you are approved to bring into the space are your responsibility and must be promptly removed at the end of your project or class.
The Department of Art History, Visual Art and Theory expects that all students taking VISA courses will be respectful and responsible when researching, creating artistic work, and presenting work publicly.

VISA students are members of the UBC community and must ensure that their research and the content of their work do not violate international, national, provincial, municipal, or university laws and policies.

AHVA reserves the right to review and give final approval for what research is conducted and how work is publicly presented.

AHVA faculty and staff are here to assist students in safely achieving their academic and artistic goals. Faculty and staff respect student confidentiality. A full list of UBC policies can be viewed on the UBC Vancouver Academic Calendar at http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,0,0,0

**UBC Statement on Respectful Environment**

The University of British Columbia envisions a climate in which students, faculty, and staff are provided with the best possible conditions for learning, researching, and working, including an environment that is dedicated to excellence, equity, and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment. The best possible environment for working, learning, and living is one in which respect, civility, diversity, opportunity, and inclusion are valued. Everyone at the university of British Columbia is expected to conduct themselves in a manner that upholds these principles in all communications and interactions with fellow UBC community members and the public in all university-related settings.
Academic Freedom

The members of the university enjoy certain rights and privileges essential to the fulfilment of its primary functions: instruction and the pursuit of knowledge. Central among these rights is the freedom, within the law, to pursue what seems to them as fruitful avenues of inquiry, to teach and to learn unhindered by external or non-academic constraints, and to engage in full and unrestricted consideration of any opinion. This freedom extends not only to the regular members of the university, but to all who are invited to participate in its forum. Suppression of this freedom, whether by institutions of the state, the officers of the university, or the actions of private individuals, would prevent the university from carrying out its primary functions. All members of the university must recognize this fundamental principle and must share responsibility for supporting, safeguarding, and preserving this central freedom. Behaviour that obstructs free and full discussion, not only of ideas that are safe and accepted, but of those which may be unpopular or even abhorrent, vitally threatens the integrity of the university’s forum. Such behaviour cannot be tolerated.

Freedom from Harassment & Discrimination

The University of British Columbia is committed to ensuring that all members of the university community – students, faculty, staff, and visitors – are able to study and work in an environment of tolerance and mutual respect that is free from harassment and discrimination.
Student Accident Insurance (SAI) is an optional insurance plan that provides accident (not illness) coverage for UBC registered students when engaged in course work. It is designed to cover UBC students and post-doctoral fellows performing course-work-related activities in environments where the risk of injury is greater than in a classroom, e.g., laboratories, clinical practice, or field work.

SAI provides a $50,000 maximum benefit for death or dismemberment and a $5,000 limit for other medical-related expenses, e.g., ambulance, prescription drugs. Students must have a BC Medical Plan or its equivalent from another province in place (basic medical care) in order to be eligible. SAI is $7 per year per student, and AHVA must collect the premium from students. For more information, please visit the AHVA main office.
Contact Information

Photography and Digital Media Technician (AV Cage)
Rob Bos | 604 822 8088 | robert.bos@ubc.ca

Drawing, Painting and Sculpture Technician
Francis Hart D’Emilio | 604 822 4647 | ahva.shop@ubc.ca

Printmaking Technician
Ian Craig | 604 822 3462 | ian.craig@ubc.ca

Receptionist, AHVA Main Office
Dominique Madill | 604 822 2757 | ahva.dept@ubc.ca

Studio, Safety and Facilities Advisor
Nick Smolinski | 604 822 2150 | nick.smolinski@ubc.ca

Undergraduate Advisor
Deana Holmes | 604 822 1282 | deana.holmes@ubc.ca

Graduate Program Coordinator
Bryn Dharmaratne | 604 822 4340 | ahva.grad@ubc.ca

Administrator
Andrea Tuele | 604 822 3281 | andrea.tuele@ubc.ca

Department of Art History, Visual Art and Theory
The University of British Columbia
Lassere Building
Room 400, 6333 Memorial Road
Vancouver, BC, V6T 1Z2
Email | ahva.dept@ubc.ca
Web | www.ahva.ubc.ca
**Emergency**

Medical, Fire, Police, Hazardous Response | 911

Campus First Aid (UBC Paid Employee Emergency) | 604 822 4444

UBC Hospital Urgent Care (8:00am – 10:00pm) | 604 822 7662

UBC Security (Non-emergency 24 hours) | 604 822 2222

**Non-emergency**

Ambulance (Non-emergency) | 604 872 5151

RCMP (University Detachment) | 604 224 1322

Student Health Services | 604 822 7011

Safewalk | 604 822 5355

Counselling Services | 604 822 3811

Sexual Assault Support Centre (SASC) | 604 827 5180

UBC Equity Office | 604 822 6353

Risk Management Services | 604 822 2029