MFA Orientation & Studio Guide

UBC Department of Art History, Visual Art and Theory
Introduction

Welcome to the MFA Studios at the Audain Art Centre. This facility is intended as an extended access, general studio practice space for graduate students enrolled in the first 24 months of the MFA in Visual Art with the Department of Art History, Visual Art & Theory (AHVA) at the University of British Columbia.

Additional information on general studio practice guidelines at UBC is available in the AHVA Visual Art Handbook which is available as a hard copy and online for download on the department website. You are strongly advised to review and become familiar with this additional document.
General Contact List

• Drawing, Painting and Sculpture Technician – Frances Hart D’Emilio
  Rm. 106 Dorothy Somerset Studios | frances.hart@ubc.ca
  604 822 4647

• Studio, Safety and Facilities Advisor
  604 822 2150

• Photography and Digital Media Technician (AV Cage) - Rob Bos
  Rm. 206, B.C. Binnings Studios | rob.bos@ubc.ca
  604 822 8088

• Printmaking Technician (First Aid AAC) – Ian Craig
  Rm. 2000A, Audain Art Centre | ian.craig@ubc.ca
  604 822 3462

• Graduate Program Coordinator – Bryn Dharmaratne
  Rm. 405, Lasserre Building | ahva.grad@ubc.ca
  604 822 4340

• Department Administrator – Andrea Tuele
  Rm. 407, Lasserre Building | andrea.tuele@ubc.ca
  604 822 3281

• Associate Professor and Visual Art Graduate Advisor – Gareth James
  Rm. 202, B.C. Binnings Studios | gareth.james@ubc.ca
  604 822 4167
Using MFA Facilities
Using MFA Facilities

STUDIO ACCESS
MFA Studios and Deposit

• This orientation is required to attain access to the MFA Facility.

• Students are required to submit a $100 deposit (cash or debit only) and registration form to Dominique Madill at the AHVA main office (rm. 400, Lasserre Building).
  • The deposit allows us to process your access at the departmental level.
  • The building and front MFA Studio doors are card accessed through your UBC Card. Pass your card by the reader, the light should turn green, then you can open the door.
Individual Studios

• Individual studios are controlled by personal key. Upon submitting deposit, you will be registered to receive a key with the UBC Key Desk.
  • *The department does not issue keys directly as per UBC policy.*
• **UBC Key Desk** will email you directly when your key is ready. For pick up, visit their office at the back of the UBC Book.
  • They will require a separate $20 key deposit.
• Access to the **MFA Media Lab** (rm. 4026) is card controlled and added electronically through the AHVA Office.

Please always notify the department and UBC security in the case of a lost key or card as soon as possible as this is a security concern for the MFA Facility.
Using MFA Facilities

GENERAL REGULATIONS
Studio Guidelines

• Only students & currently registered users are to access the MFA Facility.
• You have 24-hour access to the facility from the date you pick up your keys to your move-out date.
• **Extended Hours** refers to any facility use outside of Monday-Friday, 8:30am-5:00pm.
  • Refer to the **AHVA Work Together** policy for guidance regarding use after hours.
• This facility is a working studio space only, not a living space.
  • Sleeping, bringing pets, smoking or vaping, and the use of illicit substances on the premises is prohibited.
Studio Guidelines (cont.)

• Food storage and eating are not recommended in studios for health and safety contamination concerns.

• Serving alcohol to public or guests requires a special license—approval takes at least 30 days. Please contact administration for further details.

• UBC staff or personnel may enter the facility for maintenance, or to ensure the guidelines are being followed at any time. We respect your practice and will make a reasonable effort to notify you of visits, routine health and safety checks, or maintenance concerns before accessing individual spaces.

• It is your responsibility to maintain the cleanliness of facilities, common areas, sinks and waste areas. Doing your part helps to build a happy studio community.
Work Together Policy

After-hours and unsupervised access to AHVA facilities is permitted only when you have a Work Partner physically present with you in the facility.

- **After-hours**: any time outside of Monday to Friday, 8:30am to 5:00pm.
- **Work Partners**: students 1) currently taking AHVA courses, 2) who are familiar with the facility, studio conduct, and the health, safety, and emergency policies currently in place.

Failure to fully comply with the above Work Alone policy will result in the suspension of extended hours access to AHVA facilities.
Using MFA Facilities

HEALTH & SAFETY
Health & Safety Guidelines

• Area specific health & safety boards in each facility outline general guidelines, usage info, UBC policies, and area contacts. Familiarize yourself with this in each space you use.

• Be aware of the location of emergency eye wash stations, emergency showers & first aid stations in your work area.

• Familiarize yourself with the building emergency exits and meeting area, fire alarm pull stations and fire extinguishers as directed to during orientations, and all UBC emergency contacts & procedures.

• MFA area safety information and resources are located in rm. 4003.

• Questions and inquiries: Safety Chair, 604 822 2150
In the Event of an Incident...

It is the responsibility of all persons using department facilities to conduct themselves in an appropriate manner, avoid placing themselves or others in danger and report any recognizable hazards or concerns to AHVA staff.

- **Emergency:** call 911 (Fire, Ambulance, Police).
  - Following the event of an emergency, notify AHVA staff of the occurrence. Refer to AHVA Safety boards (fluorescent green posters) in your area for immediate directions.

- **Non-emergency or security concern:** call Campus Security at (604) 822-2222.
- AMS Safewalk is always happy to provide safe escort and can be reached at (604) 822-5355. Also be aware of the additional UBC Emergency Contacts list as posted on the local safety board and as included at the end of this presentation.
Studio Occupancy Guidelines
Furniture

- All furniture/equipment dedicated to this facility is tagged and inventoried, and is the only permitted furniture/equipment to remain in the building upon vacating studios.
- Furniture belonging to the common area or the media room is not to be brought into individual studios.
- Any personal furniture or support structures that you are considering bringing into the facility must be reviewed, tagged with your name, and directly approved by AHVA Staff in advance.
- All materials, equipment and personal effects brought into the studios must be removed by you upon move-out. AHVA does not offer removal services. AHVA does not support a donation or free items pile at the end of the occupancy period due to conflicts around this *gesture* in the previous years.
Space

- Physical modifications to the studio facilities, furniture or equipment are **not permitted**.
- Any structures or additional supports that you intend on building, constructing, installing in your spaces must be fully reviewed and approved by the AHVA Staff in advance, before proceeding. UBC has building and fire code restrictions that may apply.
- Please do not suspend any items off of water, steam or fire lines on the ceilings. This is against UBC building code. Please contact AHVA Staff to discuss appropriate anchor points.
- Your assigned studio *must* be returned to its original, presentation ready condition upon your departure to be refunded your deposit. This includes appropriate filling/finishing any holes, sanding, painting, and all rubbish removal. AHVA Staff will consult on the meaning of *presentation ready* condition.
Studio Occupancy Guidelines

SECURITY
The Audain Art Centre

The Audain Art Centre is a public and shared use building. As such it is our collective responsibility to keep our areas secure. Please do not open doors or allow unknown individuals into the spaces. The department will make effort to communicate and provide advance notice if maintenance, tours, or visitors should be expected in the facilities and will arrange for AHVA Staff to coordinate.

The building is largely transparent so be aware when leaving your valuables in common areas. Unidentified building visitors can scan accessible areas for valuables and thefts can occur.
MFA Studios

- Your studio doors must be locked before you leave the facility at the conclusion of a work period. This is for your personal safety, that of your studio mates & the facility.
- Please take extra care to ensure the main doors to the MFA Lounge (glass doors) are always secure and please avoid propping these doors open to avoid compromising the security of the studios. Always meet visitors at the door.
- Please ensure the doors to room 4026 (MFA Media Room) are always left secure and avoid leaving the doors propped open when you are working for security purposes.
Studio Occupancy Guidelines

COMMON AREAS
Common Studio Spaces

Common areas are shared by all MFA occupants. These include the 4000 Lounge, 4001 Kitchen, 4003 Studio Support Room, 4011 Crit Room, 4026 Media Room and 4025 Spray Booth. MFA studio occupants are expected to maintain the common areas.

• **Common areas are not for personal storage of any kind.** Due to Fire Regulations, hallways and common areas must be kept clear of any personal materials and belongings at all times. Anything found in the common hallways of the building will be removed and disposed of at the owner’s expense.

• Common areas, and the furniture there, are **not** intended as “working” areas, working surfaces or extensions of personal studio space. They are shared areas intended for common usage. **Please respect your local community.**

• UBC Custodial Staff do not maintain the MFA Kitchen (rm. 4001) and it is the collective responsibility of the MFA studio occupants to maintain regular/proper housekeeping in this area.
Shared Facilities

• The common crit room (4011) must be maintained by MFA studio occupants. A signup sheet is on the door to reserve the space. The space must be returned to presentation ready condition (prepare walls and clean floor) immediately after their reserved period. Failure to maintain the room will result in its closure.

• Studio occupants are responsible to maintain the security of the Media Lab (4026) and its equipment. Direct questions regarding the use of the room, equipment, etc. to Rob Bos, Photo Digital Technician at 604 822 8088 or robert.bos@ubc.ca.

• The Spray Booth (4025) is intended for MFA occupant usage and access can be attained with a key borrowed through the AHVA AV Equipment Cage (rm. 106, BC Binning Studios, 6373 University Blvd.) provided you have the appropriate PPE and have completed a required UBC Respirator Fit Test in advance.
  • Contact the Safety Chair for further information, and see the section of this presentation on Personal Protective Equipment (PPE).
Studio Occupancy Guidelines

CLEAN-UP & DISPOSAL
Clean-Up Area (Rm. 4003)

Please clean and wash up in rm. 4003 and note the usage guidelines.

• Do not use washrooms in the building to clean up materials, brushes, etc.
• The acrylic paint waste water disposal drum station is located here. Please observe the guidelines as presented by AHVA staff on the different paint waste streams at UBC.
• Do not store or abandon oversized items in the support room (4003).
• It is communal duty to maintain the cleanliness of this area – sinks and waste areas. Cleaning supplies are available in room 4003. Area staff can provide information on proper maintenance.
• The eyewash and emergency shower located here.
• This area is shared with UBC custodial – please avoid blocking access to back door or mop sink.
• Support materials: transport cart, cleanup supplies, wall repair supplies and basic hand tools. All items are intended for use and short term borrowing. This process is entirely maintained by the MFA cohort, please be respectful of your studio mates and return borrowed items ASAP.
• Please see the regarding the flammables cabinet which is also located here.
Non-Hazardous Rubbish Disposal

UBC has a commitment to best practices in managing our waste safely and to be environmentally aware in how we do this.

• Do not throw everything you do not need into the closest rubbish 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 material waste lies with you.**

• All non-hazardous waste needs to be sorted and disposed of in appropriate receptacles for rubbish, paper, plastic, and safe organic waste. Oversized items need to be broken down to a manageable size (ideally to fit the regular waste-stream rubbish bins).

• Recycle bins are located in the kitchen and in the hall area outside the elevator. Studio occupants are responsible for oversized items and unique waste material.
Hazardous Rubbish Disposal

• 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 other 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 students and employees of UBC, and harm the environment.

Be responsible with your art waste. Let’s do it right.
General Rubbish Disposal

AHVA Workshop
in Dorothy Somerset Studios

Potentially hazardous material, sharps, or other dangerous items or object require consultation with AHVA staff for further instructions on safe disposal.
Studio Occupancy Guidelines

CHEMICALS & FLAMMABLES
Chemical Storage

Many of the materials that you use in your art practice are WHMIS-controlled substances. The UBC WHMIS course mentioned in this section of the presentation 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.
Working with Chemicals

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 who will register the product in our chemical inventory and the SDS in a local binder.
4. Complete an AHVA Material Storage Label (available from AHVA staff) and apply it to your container before placing it in the cabinet.
WHMIS (& Hazard Other Identification)

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-safetytraining-courses/whmis-training/
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 presentation.

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 to arrange training.
Studio Occupancy Guidelines

MEDIA/MATERIALS USE & RESPONSIBLE STUDIO PRACTICE
AHVA Facilities

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.
PPE

Some materials and processes may require you to use personal protective equipment (PPE), such as gloves, respirators, and goggles. 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 Regulations

UBC requires AHVA 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. These can be found online from the manufacturer’s or vendor’s website. Always check with area staff if you plan to bring new materials into a studio space. AHVA maintains an SDS binder in rm. 4003.

You are required to communicate to your Faculty Advisors and AHVA staff the details and scope of your work and research (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.
Painting

The use of oil paints are restricted to studios on the south side of the facility which are set up with additional ventilation support. Alternate arrangements may be accommodated in other areas or with support equipment so please consult with area technician. Please review oil paint clean up and disposal procedures with AHVA Staff.

Acrylic paint is not to be washed down the drain. Please familiarize yourself with the proper usage of the paint clean-up stations in the sinks and dispose of waste water in the waste water drum (rm. 4003). Please review acrylic paint clean up and disposal procedures with AHVA Staff.
Studio Occupancy Guidelines

RESTRICTED & PROHIBITED MATERIALS
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
Restricted Materials

The following materials and processes require advance consultation with staff:

- Spray paint – *See next slide*
- Resins
- 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 like products
- Organisms (living or dead) – *Due to ethical issues, any use of animals, living organisms, tissues (including animal flesh), fluids, blood, or related matter in artwork must be reviewed and sanctioned by staff before you proceed.*
- Dry pigments
- Products made of/or containing fine dust or particulates (saw/wood dust, flocking, powders, glass beads, etc.)
- Wax (melting)
- Electronics (modification, component disassembly/assembly, soldering, etc.)
- Construction of any 3-dimensional structures, platforms, enclosures, or support furniture
- Suspending objects – *Review appropriate anchor points with staff*
- Surveillance or recording equipment
- Bio-hazardous or potentially bio-hazardous material (any human or animal fluids, matter, flesh, or blood)
Studio Occupancy Guidelines

PPE & SAFETY FACILITIES
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:** spray painting, sanding, using materials in the form of a particulate (e.g. flocking). Please consult 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.
Spray Booth

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.
Respirators

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 to inquire about setting up a fit test outside of the regular schedule: 604 822 2150.

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.
Personal Protective Equipment (PPE)

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

Studio areas will require 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.

General safe work/studio clothing:
- Long, loose-fitting pants
- Closed-toed shoes (non-porous material)
- Long-sleeved shirts
- Work apron/lab coat/smock

Specialized PPE items (sold in AAC Supply Shop):
- High-cuffed nitrile work gloves
- Respirators and cartridges
- Safety goggles
- N95 particulate masks
Studio Occupancy Guidelines

INSTALLATION & DISPLAY
Installation & Display

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

• **Do not** suspend anything from mechanical systems, lighting, or utility lines on the ceiling. Area staff can help you find appropriate anchor points to suspend work.

• When working on and installing projects, you must not damage or deface UBC property in any way – including 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 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.
Public Spaces

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 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.
Studio Occupancy Guidelines

STUDENT ACCIDENT INSURANCE
**SAI**

**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.
Community & Contacts
Community

These are communal facilities and users must respect all AHVA/UBC regulations, guidelines and also each other. Keep in mind that building a good and happy Studio Community and art practice enriches your community’s experience. Respect your community.

If you have any concerns regarding the facility, its guidelines, permissible materials, etc., please contact the **Drawing, Painting and Sculpture Technician** (Frances Hart D’Emilio) in rm. 106, in the Dorothy Somerset Studio, 9am – 5pm, Monday through Friday @ 604 822 4647 or [frances.hart@ubc.ca](mailto:frances.hart@ubc.ca)

For matters or concerns regarding Health & Safety or Security please contact the Safety Chair at 604 822 2150
Emergency Phone Numbers

In case of emergency:

• UBC Local First Aid for UBC Employees: 2-4444
• Student or Visitor Incident/Emergency: 911

In case of a security issue, or general non-emergency inquiry:

• Campus Security: 2-2222
AHVA Area Staff

**Dominique Madill** – *Lasserre Main Office, rm. 400*
604-822-2757; [ahva.dept@ubc.ca](mailto:ahva.dept@ubc.ca)

**Bryn Dharmaratne** – *Graduate Program Coordinator*
604-822-4340; [ahva.grad@ubc.ca](mailto:ahva.grad@ubc.ca)
AHVA Area Staff

**Rob Bos** – *Photography and Digital Media Technician*
604-822-8088; **robert.bos@ubc.ca**

**Frances Hart D'Emilio** – *Drawing, Painting, and Sculpture Technician*
604-822-4647; **ahva.shop@ubc.ca**

**Ian Craig** – *Printmaking Technician*
604-822-3462; **ian.craig@ubc.ca**
Other Contacts

UBC Hospital Urgent Care (8:00am - 10:00pm) 604 822 7662
Ambulance 604 872 5151
RCMP (University Detachment) 604 224 1322
Student Health Service 604 822 7011
Safe walk 604 822 5355
Counseling Services 604 822 3811
Sexual Assault Support Centre (SASC) 604 827 5180
Equity Office 604 822 6353
Risk Management Services 604 822 2029
Customer Service - UBC Building Operations 604 822 2173
Andrea Tuele - AHVA Department Administrator 604 822 3281
Emergency Safety
Emergency Procedures I

In the event of a GENERAL EMERGENCY or STUDENT INJURY incident:

- For fire, ambulance, and police assistance call: 911
- Be prepared to provide the operator with the following information and stay on the line:
  1. The nature of the emergency
  2. Your location details and address (Room Number and Building Address)
     - Available on the Room Safety Information Sheet
  3. Additional details regarding the reported incident
Emergency Procedures II

In the event of a FACULTY or STAFF INJURY incident:

• Call UBC First Aid: 604 822 4444
• State you are reporting a Faculty or Staff incident.
• Be prepared to provide the operator with the following information and stay on the line:
  1. The nature of the emergency
  2. Your location details and address (Room Number and Building Address)
     • Available on the Room Safety Information Sheet
  3. Additional details regarding the reported incident
Emergency Floor Plan
Building Emergency Meeting Area