

SCHOOL OF ARCHITECTURE

STUDIO USER GUIDELINES

1. Uses

- 1.1 Studios are places for teaching for the faculties, learning and working for students.
- 1.2 It is not meant for any other purposes unless specifically authorized by the School.

2. Limits of Uses

- 2.1 Cooking, drinking alcohol, smoking and gambling are prohibited.
- 2.2 Any activity that would cause disturbance and inconvenience to others are discouraged.
- 2.3 Please use earphones for music and radio at all times.
- 2.4 Please do not keep anything that is unrelated to learning or teaching in Studios except small and necessary personal belongings.

3. Opening Hours

- 3.1 All Studios are opened for 24 hours except summer vacation.
- 3.2 Unless authorized by the School, all Studios will be closed during summer vacation. Students must remove all their personal belongings before summer vacation.

4. Security

- 4.1 Doors should be kept closed at all times.
- 4.2 Students are needed to use their CU Link Card to enter the Studios.
- 4.3 Doors are installed with local buzzer. It will be activated when the doors are kept opened over 20 seconds. The buzzer will only stop to ring until the doors are closed properly.
- 4.4 Please do not keep any personal belongings and valuables in the Studios. The School will not take any responsibility for damage and loss.

5. Cleanliness

- 5.1 Please keep the Studios clean. Place all trash into proper trash barrels. Don't overload trash barrels.
- 5.2 Please dispose all large and heavy trash to refuse station at LG/F yourself and help to change rubbish bags if needed.
- 5.3 Please dispose all recyclable waste to the recycle bins located at the rear staircase next to lift lobby each floor. Recyclable/ Reusable materials collection boxes are placed at the Studios for use. Large and heavy recyclable materials should be placed to the recyclable waste collection point at LG/F.
- 5.4 Please be considerate when disposing food, drinks or any sharp and dangerous objects.
- 5.5 Students are expected to clean up the Studios and other work areas after use.
- 5.6 Spray should always be done in the spray booth inside spray room at 2/F Studio. The room should be clean up immediately after use. No storage or trash is allowed in that room.
- 5.7 All the School's equipment, tables, chairs and pin boards should be used properly. They are not for personal use.
- 5.8 Studios will be closed for major maintenance and cleaning in summer vacation. All students are required to remove all of their personal belongings from the Studios. Such arrangement will be announced by the General Office before summer break.
- 5.9 Please follow the guidelines when using the equipment in the Laser Workshops, Spray Room and Print Rooms.
- 5.10 Refrigerator is provided in 2/F Studio. Please keep it clean and do not store perishable foods and drinks.

5.11 Water dispensers are provided in 2/F & 3/F Studios. Please keep them clean and do not pour any liquid or food residue into the water dripping tray and bucket.

6. Storage and disposal of chemicals

6.1 To avoid fire hazards, combustible objects/materials/liquid (e.g. Thinner) should be stored in the designated cabinets placed at 2/F & 3/F Studio.

6.2 No spray, storage and use of flammable materials are allowed at the balcony of 2/F Studio.

6.3 All chemical/ flammable substances should be kept clearly away from food and drink in the Studios.

6.4 During term break when most of the students will be away from the Studios for holidays, proper disposal of chemicals, especially those toxic and flammable, is very important. You are not allowed to dispose chemicals into sinks or at the waste collection point. If you have any problem on disposal of chemicals, please contact the School Safety Coordinator, Mr. Max Lee at 3943-6589 or maxlee@cuhk.edu.hk.

7. Energy Saving

7.1 Light and air-conditioning sensors are installed in the Studios. Lighting and air-conditioning will automatically off if there is no movement within the zone for over 20 mins.

7.2 Please switch off all unnecessary electrical appliances before leaving the Studios.

8. Safety

8.1 Clear and visible routes should be maintained within Studios cluster bays.

8.2 Fire escape route and exit inside the Studios should be kept clear at all times.

8.3 Please use BS-standard extension cord with sufficient length to reduce the risk of damaging wire connection.

9. Emergencies & Irregularities

9.1 Please report to the General Office at 3943-6583 immediately if there is emergencies during office hours.

9.2 Contact telephone numbers for emergencies after office hours

Security Office 3943-7999 (24-hr Reporting)

Ambulance 2735-3355 or 999

9.3 There are first-aid boxes in the Studios. Please inform the General Office as soon as possible if there is any shortage of items.

9.4 Please report to the General Office as soon as possible if there is any irregularity including repairs and maintenance issue.

10. Comments and Suggestions

10.1 Please direct all comments and suggestions to the School by email at architecture@cuhk.edu.hk or the General Office at 3943-6583.