

# FACULTY GUIDE FOR BUILDING POLICIES AND PROCEDURES

**INTRODUCTION:** The maintenance of the building is a community matter and requires cooperation and leadership from all of the occupants. Consider engaging the building policies as creative learning opportunities. Most policies warrant warnings and instructions for appropriate future behavior prior to any formal disciplinary action. However graffiti or other actions leading to similar building damage will not be given a second chance. Feel free to build community and leadership around shared values and standards for the building in your courses. When assistance is needed with the facilities please contact the Associate Dean for Facilities and Communication for support.

**VANDALISM AND DAMAGE TO UNIVERSITY PROPERTY:** Report Graffiti and building damage/vandalism to the police. Call the non-emergency police number at 865-974-3114 and report the incident.. No second chances will be afforded to individuals found to have committed vandalism. Charges for repairing damage will be charged back to the individual committing the damage.

**REPORTING MAINTENANCE AND CUSTODIAL ISSUES:** When you discover obvious non-cost maintenance and custodial issues please report them to them directly to Facilities Services. **One Call (865)-946-7777**. For all other issues please contact Vanessa in the college office.

**POSTING ADVERTISEMENTS AND PROMOTIONALS:** Post handbills and posters created for advertisement and promotion on bulletin boards. Proactively remove posters and handbills from concrete, glass, and painted surfaces. Report known repeating violators of the handbill policy to the college. (Large atrium banners hung from handrails for University sponsored events are under a separate policy.)

**SECURITY:** Keep all doors with automatic closures secure. (Do not restrict the closing of doors or keeping the latch from securing the locking mechanism.) Proactively remove any items restricting the closing and latching of doors. Report known violators to the college. Report maintenance or other items that compromise the security of the building to the College.

**SAFETY PRECAUTIONS:** Review Security and Safety Procedures to with your students.

- Procedures for reporting of emergency and non-emergency events
- Discourage students from working alone in the building and walking home alone at night.
- Encourage students to keep personal items secured/locked when unattended.
- Encourage students to use the T-link Transportation Service for late night transportation when alone or if safety is in doubt
- Report all suspicious activity to the police. Do not wait until a criminal act takes place, if you have a suspicion call the police and let them take over. *non-emergency: 865-974-3114* **EMERGENCY 911**

**RESTRICTED ITEMS:** Notify Students that any personal appliances (microwave ovens, refrigerators, coffee makers) electric heaters, and similar are not allowed in the building. Ask student who you see violating the above appliance restriction to remove the item by the end of the day. Report students who do not comply with your removal request to the college. Do not allow students to store bicycles in studio or the building. Ask known offenders to remove the bicycle. Report known repeating violators of the bicycle policy to the police. Consider placing a notice of restricted items in course syllabi.

**EGRESS:** Refrain from placing items in building egress areas (corridors, stairwells, and shared spaces). Arrange your studio desks to maintain a clear 3'-0" aisle way. Keep all desks, equipment, and similar items in your assigned studio space.

**STUDIO AND EVENT CLEANING:** Return your assigned studio space to the condition (or better) than provided at the beginning of the term. At the end of the term each faculty member is to ensure that the following is completed in his or her assigned studio space.

- Clear debris and clean all desks and tables.
- Remove all student owned items.
- Sweep and clean floors of debris created during the term.
- Organize trash and recyclables for removal.
- Report damage and maintenance items to the college.
- Plan ahead for storage of models and student projects.

Consider placing a statement in the syllabus that student participation studio clean up is a required part of the course.

For day-to-day debris removal place items in recycle or trash bins, or place items in a pile and clearly mark trash. (Custodial staff are directed to only to remove trash in bins and marked for removal.)

Any space used for events, reviews, meetings and similar are to be returned to original conditions with all debris disposed. ALL food must be disposed directly after the end of an event. Return table, chairs, and equipment to original locations.

Brooms and cleaning supplies can be borrowed by contacting Vanessa in A+A 224.

**ENVIRONMENTAL HEALTH AND SAFETY:** Notify students that manufacture procedures for fabrication of materials, such as paints, glues, adhesives, and similar in the construction of studio projects must be followed. This includes use of particle and respirator masks, gloves, safety glasses and similar. Students are not to expose unprotected students to fumes and particulates. Any product labeled for use in a "well ventilated area" or containing VOC's must be used in the Art and Architecture ventilation hood or as directed by a faculty member or shop supervisor. A well-ventilated area is a place where the product can be used with direct ventilation (non-circulating) to the exterior of the building. The building hvac system does not meet the "well-ventilated" requirement. Report repeating offenders that do not follow manufacture application and use procedures to the college for potential disciplinary action.

## USE OF BUILDING SURFACES

### Graffiti, Overspray, and Damaging Surfaces in the Building

#### Process:

Report Graffiti, overspray, or damage to any surface in the building to the police. The police will photograph and record the incident, and contact Facilities Services who will remove/restore the surface in a timely manner.

POLICE (non-emergency): 865-974-3114

#### Policy:

From Hilltopics:

<http://dos.utk.edu/files/Hilltopics2013-2014.pdf>

*A student or student organization may be disciplined for the following types of misconduct:*

*(10) Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property, including but not limited to University-controlled property.*

#### Outcome:

Persons who are found damaging surfaces of the building will be considered for criminal prosecution by the police and will be referred to judiciaries by the College. Costs for repairing and restoring surfaces (with or without criminal intent) will be charged back to the party who caused the damage.

### Handbills and Posters

#### Process:

Post handbills and posters on bulletin boards. Remove posters found on painted, concrete, or glass surfaces. If the posting of handbills create damage to surfaces of the building please report to the police as damage to University property.

#### Policy:

From Facilities Services Policies, Standards, and Specifications

<http://fs.utk.edu/policies/default.htm#Posting%20of%20Notices>

*Posting of Notices The general posting of notices and signs within campus buildings and on the grounds of the University is allowable only on Bulletin Boards provided for this purpose. Official University Bulletin Boards are limited to official University communications. General Bulletin Boards are available for other postings. Posting of any item on painted surfaces, doors, or windows is prohibited. Items posted in violation of this policy will be removed, and the individual posting them will be assessed any costs of removal or repair of damage.*

*Signs (buildings and interior) No exterior signs other than those furnished by the Facilities Services Department may be placed on any building or on the grounds of the Main or Agricultural campuses.*

*Posting of Political and Commercial Items The posting and/or distribution of political and/or commercial signs and handbills is not permitted in campus buildings or on the grounds of the University. General Bulletin Boards may not be used for such postings. Items posted in violation of these guidelines are subject to removal, and the individual posting them will be assessed any costs of removal or repair of damage.*

## **FIRE CODE AND SECURITY PROCEDURES**

Please comply with the following to increase personal safety and security and comply with Fire Marshal regulations. The Fire Marshal and officials from camps Environmental Health and Safety make unscheduled inspections of the building. The following are policies we must follow to insure that we are in compliance for personal safety.

### **Security**

Process:

Remove items blocking doors from closing and latching. Doors with mechanical closers are not to be prevented from closing and latching. By blocking doors open that are designed to close automatically increase safety and security risk to the building and occupants. Report known offenders (groups or individuals) to the UTK Police and college.

Review Recommended Procedures from the Police with Students

From Taking Precautions, the UTK Security Handbook

<http://dos.utk.edu/files/SecurityBook.pdf>

- *We encourage you to begin by considering the following:*
- *Report crime and situations that seem suspicious to our office immediately -- UTK POLICE*
  - *Emergency 911*
  - *non-emergency: 865-974-3114*
- *Don't leave property unattended/unsecured. Theft is the most common crime reported, and unattended items are an easy target.*
- *Lock your residence & car – ALWAYS! Don't leave valuables, including GPS units visible.*
- *Avoid walking alone at night.*
- *Carry your Student ID at all times.*

Encourage Students to use T-Link the free late night transportation service.

<http://web.utk.edu/~pso/transportation.html>

Passengers access the T-Link night-time transportation service by utilizing the campus Blue Phone System or by calling 974-4080. Service is provided to the nearest bus route or the passenger's destination. A University of Tennessee I.D. is required for use of this free service.

### **Egress**

Per fire and building codes keep all public areas of egress (corridors, stairwells, and shared public spaces) clear of objects. Report known/discovered egress violations to the college. Keep three feet (3'-0" ) clear aisle ways for circulation in design studios when arranging desks.

### **Appliances**

Notify Students that personal appliances (microwave ovens, refrigerators, coffee makers) electric heaters, and similar are not allowed in the building by the Fire Marshall. Ask student who you see violating the above appliance restriction to remove the item by the end of the day. Report students who do not comply with your removal request to the College. Do not allow students to store bicycles in studio or the building. Ask known offenders to remove the bicycle. Report known repeating violators of the bicycle policy to the police.

## **ENVIRONMENTAL HEALTH AND SAFETY**

### **Use of Materials and Supplies**

Notify students that manufacture procedures for fabrication of materials, such as paints, glues, adhesives, and similar in the construction of studio projects must be followed. This includes use of particle and respirator masks, gloves, safety glasses and similar. Students are not to expose unprotected students to fumes and particulates. Any product labeled for use in a "well ventilated area" or containing VOC's must be used in the Art and Architecture ventilation hood or as directed by a faculty member or shop supervisor. A well-ventilated area is a place where the product can be used with direct ventilation (non-circulating) to the exterior of the building. The building hvac system does not meet the "well-ventilated" requirement. Report repeating offenders that do not follow manufacture application and use procedures to the College for potential disciplinary action.

Use of spray paints and similar products should be discouraged. Encourage the use of non-toxic, recyclable materials when ever possible.

## **CLEANING AND MAINTENANCE**

### **Studio Cleaning**

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## **OPEN BUILDING ACCESS HOURS**

### **Fall, Spring, Summer Terms - (During Days of Scheduled Classes and Finals Week)**

M-F

Open: 7:00 AM

Close: 11:00 PM

Saturday

Open: 9:00 AM

Close: 7:00 PM

Sunday

Open: 12 Noon

Close: 11:00 PM

### **No Scheduled Classes, Staff Reports to Work (Spring, fall and winter breaks.)**

Opens: 7:00 AM

Closes: 6:00 PM

### **Federal Holidays**

Keep Building Locked

### **No Classes, No Staff Reports to Work**

Keep Building Locked

### **HOME FOOTBALL SATURDAYS**

Keep Building Locked