

College of Design Shop & Studio Responsibility Policy

Purpose

The act of *making* is central to the college's pedagogy and takes place in both studio and shop environments. The College of Design is committed to maintaining a healthy, safe, and collaborative learning environment that supports creative exploration through making. This policy establishes expectations for the responsible use of shops, studios, and related spaces, ensuring the welfare of faculty, staff, and students.

This policy applies to all students, faculty, and staff who use College of Design facilities, satellite spaces, and auxiliary spaces including shops, studios, exhibition areas, outdoor workspaces, and any associated equipment or materials. It is intended to guide safe, respectful, and sustainable practices that support the college's academic and creative mission.

Establishment of Policies

As the author of this policy, the College of Design Operations Committee will periodically review the policy to ensure it remains aligned with the college's educational mission, safety standards, and community values.

Implementing Policies

In accordance with the **Iowa State University Policy Library**, all members of the Iowa State community are expected to comply with university-wide Safety & Health and Facilities & Property policies. As noted in the **Faculty Handbook** (Chapter 7, Section 7.2.2.6.12), faculty members are required to follow all university policies. Noncompliance may be addressed through established faculty conduct procedures.

Each department is responsible for clearly communicating these policies and addressing policy concerns. Departments and instructors (in coordination with their chairs and the Dean's Office) may supplement this policy with additional guidelines or restrictions as appropriate for certain courses. Instructors teaching courses involving hands-on work must include policy language in the syllabus (or as a module in Canvas). Instructors should review compliance expectations with students and ensure required training is completed before work begins.

The Department of Environmental Health and Safety (EH&S) partners with campus units to provide education, technical expertise, and safety programs that promote a safe and sustainable campus. EH&S is available as a resource for questions related to safety policies, procedures, and protocol.

Use of Shops

Designated shop spaces provide facilities for work requiring specialized tools, materials, or processes. Access is contingent upon completion of required safety training as designated by the College of Design and outlined by the **Iowa State University (ISU) Shop Safety Program**.

Students must work within posted operational hours and comply with all safety protocols.

Self-service shop spaces—such as spray rooms, laser cutting, or 3D printing—require adherence to all posted safety and operational guidelines, as well as safety training where indicated.

Unauthorized use or removal of tools, equipment, or materials is prohibited and may be considered theft.

Instructors overseeing discipline-specific shops (e.g., architectural, ceramics, industrial fabrication, wood, textiles) or introducing equipment to studio spaces are responsible for monitoring student use and ensuring compliance with safety and proper operational standards (such as ventilation and fire protocol).

Use of Studios

Studios are shared environments designed for creative inquiry, collaboration, and production. They are not substitutes for shop spaces.

Faculty and students share responsibility for maintaining orderly, safe, and respectful studio conditions. Materials and projects must not obstruct circulation paths or emergency exits. Waste and debris must be removed regularly, and unlabeled items left on floors may be treated as waste and discarded.

Materials should be chosen with consideration for health, safety, and environmental impact. Potentially hazardous materials requiring special ventilation, or those categorized by their Safety Data Sheet (SDS) as corrosive, ignitable, reactive, or toxic are not allowed in studio spaces. Departments must maintain **Standard Operating Procedures (SOPs)** and **Safety Data Sheets (SDS)** for materials they provide in their spaces. Individuals are encouraged to first review relevant **Environmental Health and Safety (EH&S) guidance** related to Standard Operating Procedures (SOPs) and Safety Data Sheets (SDSs). Additional questions may be directed to the CoD Building Manager.

At the end of each semester, students are required to participate in scheduled clean-up sessions. Unless prior arrangements have been made, materials and projects in studios, lockers, and public spaces will be donated or discarded.

Exhibition and Review Spaces

Students must follow instructor or departmental procedures for the use of exhibition and review spaces. At the conclusion of an event, the space must be restored to its original condition, and all equipment and furniture returned to proper locations.

Outdoor Spaces

Outdoor areas are an integral extension of the college's learning and creative environments. They provide opportunities for interdisciplinary teaching, experimentation, flex spaces, and engagement with the natural and built context of the campus.

Activities such as measurement, prototyping, material testing, and installation are encouraged when conducted safely and responsibly. Activities involving power tools or large-scale fabrication

should be conducted in suitable settings with appropriate personal protective equipment (PPE). Outdoor spaces do not serve as a substitute for completing required training or following designated shop facility procedures.

Faculty should communicate expectations for outdoor work in syllabi or project briefs and coordinate space use with the Director of Operations of the College of Design when appropriate. Equipment, materials, or installations intended for outdoor use must be labeled with course and contact information. Outdoor projects must not obstruct pathways, entrances, or public circulation. Unless prior arrangements have been made, projects and materials left in outdoor spaces will be donated or discarded at the end of the semester.

Departmental equipment or permanent outdoor resources (e.g., kilns, worktables, installations) must be respected and used only with authorization. Unauthorized removal of such equipment or resources is prohibited and may be considered theft.

Outdoor spaces should remain open and inclusive for interdisciplinary use; any restrictions should be based on course scheduling rather than department affiliation. Outdoor work should reflect the same standards of care, safety, and respect that guide all college facilities.

Enforcement and Accountability

Violations of the policy by student actions may be considered as part of the classroom disruption policy listed in the syllabus. Student actions resulting in violations this policy will be evaluated by the instructor, department chair, and/or Dean's Office, following established procedures.

Violations of the above policy by students may result in outcomes that exceed conventional classroom disruption consequences, potentially including loss of facility access, financial responsibility for damages, academic consequences, or referral to the Dean's Office.

Departments are responsible for costs associated with repairs or cleaning due to misuse of spaces or materials by students. The Dean's Office will address concerns involving students who have not yet been assigned to a department.

Violations of the policy caused by actions (or inactions) of the faculty will be reported to the departmental chair and subject to policies and procedures of review as outlined in the Faculty Handbook.