



# UNIVERSITY OF CALGARY

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

## Communication, Housekeeping and Safety for Students in SAPL

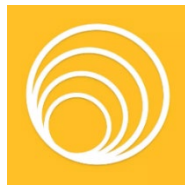
### UCalgary email account

All communication from you regarding your studies here must be sent from your UCalgary email, and that is the only email address to which the University and SAPL will send you correspondence. Auto-forwarding your UCalgary email is not possible.

### Safety Information

- Please familiarize yourself with the fire exits throughout the School. The assembly point for our building is the Education Block cafeteria. (<https://www.ucalgary.ca/about/our-campuses/campus-maps-and-room-finder>)
- All flammable/explosive containers/products MUST be stored and labeled with your name in the flammable storage cabinets located in the spray booth in the shop. Any flammable/explosive materials found in public spaces including the studio spaces will be discarded. Safety glasses must be worn at all times when in the shop.
- Download the app! The UC Emergency app delivers alerts and updates that can save lives and prevent injury.

<http://www.ucalgary.ca/emergencyplan/emergency-communication/uc-emergency-app>



### Chain of Communication

Student concerns:

- Student contacts their Student Association (SA) program representative (list of representatives will be sent out to all students later in September)
- SA rep will take issue to Tracy Beauregard or the Associate Dean as appropriate

### Payments at the Workshop

To buy workshop materials or put money on your printing account students will pay with their Unicard – credit, debit, cash or cheque payments are not accepted.

<https://www.ucalgary.ca/unicard/>

## Use of Space

- Classrooms, office spaces, studios, project rooms, the Gallery, the Workshop, Computer Lab, are available for your use, but please remember to treat these spaces with respect, i.e., do not write on desks, tables, chairs, walls, etc. **No food or liquids are allowed in the shop or Computer lab.**
- Students will each have a locker available to them, locks are not provided. Please supply your own lock and keep it locked. Do not leave valuables unattended. Do **NOT** store items of any kind on top of lockers, not even paper, the top of lockers must remain clear.
- Do **NOT** hang items such as decorations from the electrical bars hanging from the ceiling in studios.
- If you and your classmates reconfigure a classroom for your class, please return it to the original configuration (noted on the wall as you enter the room).
- When you complete a project in class, please remove these from the room at the end of the class unless special arrangements have been made for the showing of projects. Otherwise, any project left behind will be disposed of (charges may apply).
- Please clean up your workspace. While you may need to leave unfinished work at your workspace, do not leave discarded materials on the floors. There are bins available on each floor for disposal.
- **Students are responsible to completely clean up their studio space at the end of each term (December, April and June/August).** This includes models, scraps, garbage and personal belongings. Anything left behind after the clean-up deadline is subject to being thrown out (charges may apply).
- Do not bring furniture into the School, including, chairs, old couches, etc. There are seating areas on each floor including the Student Lounge on the 3<sup>rd</sup> Floor.
- Do not bring in microwave ovens, electric kettles, coffee pots or any kind of refrigerators into any of the rooms, including all studio spaces. There is a fully equipped kitchen in both SAPL locations for students.
- Students use the refrigerators based on the honour system.
- Please treat your fellow students respectfully and recognize their right to their space and their belongings. SAPL strives to be a welcoming and inclusive community.
- Do not bring alcohol into the faculty. Alcohol is **forbidden** in the School except as authorized in accordance with the University Alcohol Policy (<https://www.ucalgary.ca/legal-services/university-policies-procedures/alcohol-policy>). Unless you are in your own residence or in a licensed liquor establishment, it is illegal to have open alcohol anywhere on campus. Please note that University/faculty related alcohol functions require the authorization of the Dean.

