

SECTION:	Student Procedures	
TOPIC:	Home Studio Assignment and Utilization	
EFFECTIVE DATE:	November 21, 1991	REPLACES:
RECONFIRMED DATE:		
REVISION DATE:	February 21, 1995 February 23, 1999	ARCHIVED:
Original signed by President + CEO		

1. Home studios are provided to all full time 3rd and 4th year Fine Art students of the Alberta College of Art & Design. Home studio space is assigned by the Divisional Chair or designate.
 - In the event that there is space available in any studio area consideration will be given to full time students from outside that area when necessary.
 - In the event that there is space available in any studio area following the placement of all full time 3rd and 4th year students consideration will be given to unclassified or part time students.
2. The use of designated home studio space will be in accordance with established ACAD policies and procedures with special attention paid to the fire and safety portion of the manual. Studios will not be lived in at any time. Studios will be monitored on a regular basis by the Divisional Chair(s), the Director of Facility and Ancillary Services, or their designates.
3. Controlled products as described by the WHMIS regulations must be stored, used and disposed of in accordance with the directions provided on the products.
4. Any products in the home studio must be stored, used and disposed of in accordance with the directions on the product.
5. Any unidentified chemicals or products that are deemed dangerous to the ACAD community must not be allowed in the home studio at any time.
6. Day-to-day housekeeping in the home studio area will be the responsibility of the designated user of that particular area. It is expected that designated users will maintain the premises and provide a clean and safe work environment at all times.
7. The use of electrical or other equipment in the home studio will be in accordance with established ACAD policies and procedures.
8. Contravention of this ACAD policy regarding the use of home studios will result in a written warning to adhere to policy and procedures by the Divisional Chair(s), the Director of Facility and Ancillary Services, or their designates.



9. Contravention of ACAD policy regarding the use of home studio space may lead to suspension of the privilege and subsequent permanent loss of home studio use after a review by the Divisional Chair(s) or his designate.