

## STUDIO HANDBOOK / Fall 2020

This handbook contains information about the student studios at Cooper Union including hours of operation, facilities, permitted and banned hazardous materials, fire safety rules and painting office resources.

### STUDIO ACCESS

Please note the following guidelines:

- Your studio will have a specific number and room location. Studio access is based on your studio number. Even numbered studios will have access Monday and Tuesday from 10am-8pm and Sunday from 12pm-6pm. Odd numbered studios will have access Thursday and Friday from 10am-8pm and Saturday from 12pm-6pm. We cannot make an exception to these guidelines. Studio access must be regulated for the health of our community by maintaining safe maximum occupancy numbers for each space across campus.
- There will not be access to studios on Wednesdays. This day allows Painting Office staff and Facilities to perform a full assessment of all spaces to ensure all spaces and materials are socially distanced and address any necessary maintenance to rooms. Labs and shops will be open on Wednesdays.
- The reduced studio access hours are necessary for nightly in-depth cleaning of all studios and rooms. You will be responsible for clearing off your work area and putting any sensitive or fragile materials in your locker before leaving each day.

### STUDIO FACILITIES

Each studio is equipped with a **desk, stool and locking cabinet**. A limited number of palette tables and easels are available. Please let the Painting Office know if your studio furniture is broken or if you would like to add or remove furniture.

Studio cabinets come with either a keyed lock or a hasp. If the cabinet has a hasp you will need your own padlock. If it has a keyed lock you can get a key from the painting office. Make note of the number from your cabinet to obtain a key.

### **The Gesso Room:**

There are two Gesso Rooms. One is located on the 6<sup>th</sup> floor of the Foundation Building and the other in the 9<sup>th</sup> floor hallway of 41CS. Each Gesso Room is equipped with the following:

- Large tables for constructing supports and applying grounds. Work in progress can be left overnight. Anything abandoned over 24 hours may be discarded. Please attached a note to your work if unattended and throw away trash when you are finished working.
- Slop sinks for water soluble materials only. Do not pour solvents or oil-based materials down the drain. Dispose of these in the nearby red container marked "solvent waste".
- Hazmat waste-bins for disposal of oily rags, used paint tubes and empty spray cans. Do not put any of these in the regular trash. Use foot pedal to open the lid instead of hands.
- Fire cabinets for storage of flammable/combustible materials. Keep these materials in the fire cabinets when you are not using them in your studio.
- Brush-washer for removing oil-based paint from brushes.
- Binder of Safety Data Sheets providing health and safety information about materials used in the studios

### **The High-Vent Room:**

There are two High-Vent Rooms. One is located on the 4<sup>th</sup> floor of the Foundation building and the other is on the 9<sup>th</sup> floor of 41cs. Both are open during building hours. Make sure the ventilation is running before you begin working. Turn the timer all the way and hold a piece of paper up to the vent until it stays put. Keep door closed. Clean up and throw away trash when done. Leave sprayed surfaces in the Hi-Vent room until they have completely dried. Store spray cans and other flammable materials in the fire cabinet.

### **The Paster Room:**

The plaster room is located on the 4<sup>th</sup> floor of the Foundation Building. Plaster and Cement may only be used in the Plaster Room and are not allowed in any of the studios.

## **PERMITTED and BANNED HAZARDOUS MATERIALS**

Materials containing organic solvent such as odorless mineral spirits or distilled turpentine are permitted in ventilated studios only (these include rooms 630F, 630C/F, 613F, 614F, 615F, 905CS and 908CS). Nitrile gloves or barrier hand-cream are recommended when handling organic solvents. All materials containing organic solvent are either combustible or flammable, as well as hazardous if swallowed or inhaled in sufficient quantities.

When you move a material from its original container into a blank container, you must label with your name and contents, so they can be identified by other people. The container must have a lid and be nonreactive with contents.

For comprehensive information about the safe use of materials please read "Health Hazards Manual for Artists", by Michael McCann. There is a copy in the Painting Office as well as the Cooper Union Library.

### **The following materials are permitted in the High-Vent Room, with provisions:**

- Spray paint, spray adhesive, spray fixative (wear a respirator)
- Enamel Paint (wear a respirator and gloves)
- Powdered Pigment (use glove box, wear respirator and gloves)
- Palm sanding paint or gesso (wear a respirator)
- Oil-based Polyurethane (wear a respirator)

### **The following are banned from all studios, the Gesso Room and the High-Vent room:**

- 2 - Part Epoxy
- Bondo
- Gum Turpentine (use "steam distilled Turpentine" instead)
- Polyester Resin
- Rubber Cement

## **FIRE SAFETY**

Fires in the studio can be started by an ignition source such as flames, sparks, hot metal surfaces and electric elements. A fire hazard is increased in the presence of paper, rags, vapors and dust. Always follow these rules to prevent fire hazards in your space:

- Keep clutter and debris out of egress paths and the entrance to your studio. Pathways must be at least 36" wide. Keep areas clear in front and behind the double doors. Dispose of oily paint rags into the rag bins when leaving your studio.
- Hot plates, heat guns and space heaters are not allowed in the studios. These are allowed the Gesso rooms only.
- Store flammables and combustibles in the red and yellow metal fire cabinets and label these materials with your name.

## **PAINTING OFFICE RESOURCES**

**Office Hours:** Mon- Wed 9am - 10pm, Thurs - Fri 9am – 5pm Sat & Sun 12 - 6pm

The following can be registered in your name in the Painting Office for the academic year:

- Painting Racks and Flat Files. You can register 2 painting racks and / or 1 flat-file drawer in the same building as your studio.
- Desk lamps
- Large Painting Stretchers are stored in classroom 630C. See the painting office to register a stretcher. You may check out up to 3 stretchers for the year.

**For Check-Out:** Canvas Piers, Cordless and Corded Drills, Driver bits, Hammers, Heavy-duty Staple- guns, Extension Cords, Hot Plates, Double Boilers, Hairdryers, Heat Guns, Levels, Irons, Mallets, Pins, Sewing Machine, Glue Guns, Clamps, Brooms, Dustpans, Dollies, Gesso Tool-kits, Pigment Containment Boxes, Hand-saws, Ironing Boards, Measuring Tapes, Pliers, Rulers, Screwdrivers, Spray Cleaners, Shop Vacuums and Wall Patch Kits.

**For Purchase:** Glass Palettes, Glass Palette Scrapers, Odorless Mineral Spirits, Staples for Heavy-duty Stapleguns.

**For Free:** Gloves, Rags, Dust Masks, Nails, Brown Paper.

A **First Aid Kit** is available in the Painting Office

