

# School of Design and Construction Policies

## Part I: School Administration and Faculty

## Part II: School Policies for Students

**Note:** Both Parts I and II are intended to work in concert with University policies, the WSU Faculty Manual, as well as policies of the College of Engineering and Architecture and the College of Agriculture, Human and Natural Resource Sciences. In cases of discrepancy, the Director of the School of Design and Construction will consult with the appropriate parties and issue a clarification.

## Part II: School Policies for Students

### 1.0 General intention of student policies

**1.1** The School of Design and Construction (SDC) seeks to educate students in Architecture, Landscape Architecture, Interior Design and Construction Management in an atmosphere of mutual respect, fairness, civility, and collaboration. These policies outline student responsibilities towards these ends. Students should familiarize themselves with these policies as part of their commitment to pursue a quality education in the School, and at the University.

**1.2** Students are also expected to know the overall University policies regarding student conduct; these can be found on the website for the Office of Student Conduct:

<http://conduct.wsu.edu/mission/>

**1.3** In addition to 1.2 above, graduate students should also refer to the Graduate School Policies and Procedures:

<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/TableOfContents.aspx>.

**1.4** All wording in this document seeks to dovetail with student policies at the College and University levels. Where there are conflicts, those policies take precedence.

**1.5** It is the intention of these policies to work in tandem with policy statements that appear in syllabi for courses offered by the SDC. If conflicts arise, please first consult with course instructor; if further clarifications are needed, consult with the director of the SDC.

### 2.0 Attendance

**2.1** The student accepts the responsibility of attending all classes, arriving on time and

participating in class activities. Attendance is required at each class session and grades may be affected by unexcused absences. When an absence from class is essential, the student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. The student is also responsible for making arrangements that are satisfactory to the instructor in regard to work missed and those arrangements should be made prior to the absence, if possible.

**2.2** Because absence from class is detrimental to the learning process, faculty may choose to penalize a student for excessive absences, which may result in a lower grade. SDC faculty will specify their attendance requirements as related to grading in the course syllabus. The following are examples for consideration of excused absences by SDC faculty:

- 2.2.1** Participation in an authorized university activity.
- 2.2.2** Death or major illness in a student's immediate family.
- 2.2.3** Illness of a dependent family member.
- 2.2.4** Participation in legal proceedings or administrative procedures that require a student's presence.
- 2.2.5** Religious holyday.
- 2.2.6** Illness that is too severe or contagious for the student to attend class.
- 2.2.7** Required participation in military duties.
- 2.2.8** Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

**2.3** In all cases, students are responsible for obtaining information on assignments if they miss class.

**2.4** In studio classes, students are expected to work at their desks during the entire scheduled studio time, unless meeting with design critics, participating in group discussions, or instructed otherwise by the professor.

### **3.0 Ownership of Class Work**

**3.1** The SDC retains copyright for all student work produced in courses offered by the School for perpetuity.

**3.2** In some cases, the SDC reserves the right to retain student work for record and accrediting purposes. Work retained will be the originals; in some cases electronic reproductions may be acceptable (consult Director of the SDC). Students may submit a request to the Director of the SDC for return of these works. Requests may be granted depending on upcoming need for the works.

**3.3** Students must maintain copies of all work prior to submitting them as fulfillment of course assignments. Only originals will be accepted for credit. If your work is archived you may check it out for documentation purposes, but it must be returned by the end of the semester; otherwise your grade will be held until it is resubmitted.

#### **4.0 Grades***(italicized wording from the WSU Student Handbook)*

**4.1** *Washington State University uses letter grades and the four (4) point maximum grading scale. The grade A is the highest possible grade and grades below D are considered failing. Plus(+) or minus(-) symbols indicate grades that fall above or below the letter grades, but A+ and D-are not used.*

**4.2** Student performance is evaluated according to academic criteria specified on course syllabi and the generally established standards of the SDC.

**4.3** All assignments will be graded on the basis of work submitted on, or before, the assigned due date. An incomplete project is unacceptable and will adversely affect the final grade. Course syllabi will indicate more specific policies on late submittals and incompleteness.

#### **4.4** General guidelines for grading

**4.4.1** *“A” = EXCELLENT: Student work demonstrates consistently excellent scholastic performance; Thorough comprehension; ability to correlate the material with other ideas, to communicate and to deal effectively with course concepts and new material; Reliability in attendance and attention to assignments.”*

Outstanding work; advances the standards of the School; challenges conventional wisdom and brings new insight to the assignment; work exhibits evidence of a full and insightful understanding of the facts and issues, and of commitment to and curiosity about the issues that influence the project or research; ingenuity in presentation, resulting in work that is well organized and thought-provoking.

**4.4.2** *“B” = GOOD: Student work demonstrates superior scholastic performance overall, reliability In attendance and attention to assignments; may demonstrate excellence but less consistent than the work of an A student.*

Conscientious, intelligent work above the standards of the School; advances conventional wisdom and solves the assignments with skill; work exhibits evidence of a basic understanding of the facts and issues but is still short of the command of ideas and the presentation associated with "A" work; work is competent n verbal and visual communication but not yet fully convincing in interpretations or graphics.

**4.4.3** *“C” = AVERAGE: Student work demonstrates satisfactory performance overall, as well as reliability in attendance and attention to assignments.*

Average work acceptable by the standards of the School; work is within conventional wisdom and is a competent solution; work exhibits evidence of incomplete or inconsistent understanding of the facts and issues; work contains explanations, interpretations, or graphics that are average in quality and/ or quantity.

- 4.4.4** “D” = BELOW AVERAGE: *Student work demonstrates minimal, barely passing performance overall; limited knowledge of subject matter.*

Work that is below the standards of the School; work misapplies or ignores conventional wisdom and is minimally competent (solves only some of the aspects of the assignment); work exhibits indifference and is of minimal acceptance, poor understanding of the facts and issues; work is seriously incomplete and messy, or disorganized in presentation.

- 4.4.5** “F” + FAILURE: *Student work demonstrates unsatisfactory performance and comprehension or unfulfilled requirements. The grade is failing.*

Work that is incompetent and unacceptable by the standards of the School; work that is submitted in an incomplete or unfinished manner.

- 4.5** Appealing a grade: Students receiving less than a C- in any course may appeal that grade based upon cause. Students should first work with their professor in resolving problems regarding grades. If not resolved, students may initiate a school appeal process by following the following procedure.

- 4.5.1** A written request from the student requesting an appeal of the grade. The request should be made to the Director of the School and should clearly state the conditions of the appeal and why the grade from the student’s perspective is not appropriate.
- 4.5.2** Once the Director receives the request he/she will discuss the grade with the faculty member of the course and then meet with the student.
- 4.5.3** The Director then may convene a committee of faculty to review the appeal.
- 4.5.4** The student will need to provide documentation of work from the course and meet with the committee to discuss the context for the grade.
- 4.5.5** The committee will also meet with the faculty member to discuss the grade and the student’s performance in the course.
- 4.5.6** Based upon the above the committee will make recommendations to the Director. The Director will then meet with the faculty member and student (separately) to review the findings of the review committee.
- 4.5.7** It is important to note that the Committee and Director can only recommend changes to grades as the final determination resides with the faculty member.
- 4.5.8** If the student feel that he/she has been treated unfairly and the grading in the course violates university policy then the student may initiate a grade appeal process at the university level. The following website outlines the university grade appeal process. <http://president.wsu.edu/office/presidential-committees/academic-grade-appeals-board.html>

## 5.0 Academic Deficiency

- 5.1** Undergraduate students: WSU expects students to maintain academic standards of excellence and make satisfactory academic progress toward their degree objectives. An undergraduate student, regardless of his/her cumulative grade point average, whose grade point average in each of the last two semesters is below **2.00**, will be considered deficient and will be dismissed from the University. (See Academic Deficiency in the WSU General Catalog).
- 5.2** For graduate students, the same applies (5.1), except the grade point average in each of the last two semesters must be a minimum of 3.00. Please also refer to the Graduate School Policies and Procedures Manual (chapter 6 section C) under Minimum Grade Point Average and Academic Probation.  
<http://www.gradschool.wsu.edu/CurrentStudents/PoliciesAndProcedures/Chapter6/MinimumGPA.aspx>.
- 5.3** For all instances of this section, refer to specific Program policies in Architecture, Interior Design, Landscape Architecture and Construction Management.

## 6.0 Repeating courses

- 6.1** Courses completed with a grade of C or above may not be repeated for credit or grade points. Students may repeat courses in which they have received a grade of C- or below one time at WSU during fall or spring semesters. If a student repeats a course in which an I (incomplete) grade was received, the I grade will be changed to F. When a student repeats a course, the last grade only shall be calculated in the cumulative grade point average and contributes to the total number of hours required for graduation.
- 6.2** Undergraduate students: please see the policy for repetition of courses in the WSU General Catalog at <http://www.catalog.wsu.edu/Catalog/Content/SummaryofAcademicPolicies.pdf>

## 7.0 Academic integrity; Plagiarism

- 7.1** Plagiarism is knowingly representing the work of another as one's own, without proper acknowledgment of the source. Plagiarism is not tolerated at the SDC nor at WSU. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to:
- 7.1.1** Submitting as the work of a "ghost writer" for one's own work, or work obtained from a commercial writing service;
  - 7.1.2** Quoting directly or paraphrasing closely from a source without giving proper credit;
  - 7.1.3** Using figures, graphs, charts, or other such material without identifying the sources.

- 7.2** Upon the first offense (supported by documented proof), a warning letter will be sent to the student. Copies of the warning letter will be sent to the Student Conduct Board and placed in the student's file. The student will receive an "F" on the offending assignment with no chance to resubmit the assignment. Upon the second offense, the student will automatically fail the class. The student will be required to appear before the Student Conduct Board and will likely be dismissed from Washington State University.
- 7.3** There is an appeal process available to the student. Please refer to Office of Academic Conduct: <http://www.wsulibs.wsu.edu/plagiarism/main.html>
- 7.4** This link <http://conduct.wsu.edu/academic-integrity-policies-and-resources/> provides access to academic integrity policies and resources and a link to the definition of cheating. The site provides information targeting students, including a plagiarism tutorial and sample papers with citation styles as well.

## **8.0 Respect for physical property**

- 8.1** In all cases, students are to use the physical plant of the SDC with respect and care. All corridors and public areas are to be left free for circulation, and free of debris. Classrooms, conference, seminar and break-out rooms, design studios (see 8.2), the shop (see 9.0), all corridors and other public circulation areas, restrooms, as well as the outside areas adjacent to all SDC buildings, are to be left free of personal items and debris. Whiteboards must be cleaned after use (unless material is marked to be retained by SDC personnel). Flagrant violations of this general policy, or even negligence leading to property damage, may result in the student being responsible for reparations.
- 8.2** The following represent attitudes, responsibilities and appropriate behavior that are expected in design studio and labs at Washington State University, School of Design and Construction. It is expected that all students will adhere to the following in order to ensure the rights of all students.
- 8.2.1** Please reference the policies regarding indoor air quality (Appendix #2). It is expected that students will respect the issues that are discussed in these policies and implement them in their studies at WSU and the School.
  - 8.2.2** While students spend long hours in studio and labs it is important to be aware of others and that conversations and comments towards others or about others should not be offensive or derogatory. The University as well as the School does not tolerate actions or language that are abusive, prejudicial or racially demeaning to individuals or groups.
  - 8.2.3** In the design studio use of any materials such as paint, adhesives or other materials that produce any chemical off gassing must be used in the spray booths in the fourth and fifth year studios. (See attached policy on Indoor Air Quality)
  - 8.2.4** It is understood that students spend many hours in design studio and labs. Music is a means by which some students are able to work effectively. It is also a means of irritation to others as ones person music is not enjoyed by all. As such, the School requires that all students who wish to listen to music must do

so through the use of earphones only. This applies not only during studio time but also during night and weekend work.

- 8.2.5** Students are free to use pin up space at their desks for important information related to courses. Also, personal information and or photographs may be placed within each students work area. However, please be aware of the content of such material. Faculty that observes material, which illustrates a derogatory, sexual or demeaning content will ask that the material be removed.
- 8.2.6** Through the normal production of studio projects a certain amount of waste material will be generated. Please be aware of recycling bins located throughout the building, and recycle all materials possible.
- 8.2.7** The custodial staff is responsible for the overall maintenance of the building. However all students should work towards keeping their work area clean and free from trash. Items such as food wrappers, pop cans etc. should be disposed of promptly.
- 8.2.8** Consumption of any alcohol or possession of a controlled substance is expressly forbidden within Carpenter Hall and the University.
- 8.2.9** Keep in mind that seminar rooms located adjacent to the studios are intended to be places for group work and interaction. Avoid using these spaces for individual work areas. It is very disruptive to faculty and other students who want to use these spaces when there are individual student projects being produced in these rooms.
- 8.2.10** It is assumed that all students within the School are here for the pursuit of knowledge and a desire to learn the profession of architecture and construction management. Adherence to the above will facilitate overall access and opportunity for success in the school.

**9.0 Shop policies.** For this section, “Shop Coordinator” refers to the full-time faculty supervisor of SDC shops; and “shop supervisors” refer to trained time slip employees and/or trained teaching assistants.

- 9.1** All shop users must complete regular shop orientation and safety training sessions to use the SDC Shops. Students whose names do not appear on the current list of approved shop users will not be allowed to use the shops or check out equipment.
- 9.2** Keys to shops are the sole responsibility of each shop supervisor, the Shop Coordinator, and assigned faculty member. Keys must not be given to other students or non- school faculty or students for access to shops. Under no circumstances must doors to the shops be left or propped open for student access.
- 9.3** Shop hours must be posted on the doors for each shop.

- 9.4** Shop supervisors are expected to work the hours that they are assigned. If you cannot work it is your responsibility to find another supervisor to take your place.
- 9.5** All time cards are due on the first and fifteenth of each month. Make sure that you turn them in on these dates.
- 9.6** Anyone in the SDC shops must sign in and sign out with the shop supervisor for each period of shop use. Sign-in needs to be immediate on entry to the shops.
- 9.7** Use of shops without trained supervision is not permitted. Unauthorized shop access will be reported to appropriate University authorities.
- 9.8** Shop users wanting to operate a tool or machine must have the knowledge and skill to use that tool or machine safely. This is determined by the shop supervisor on duty. Please ask for assistance or training before using any equipment or procedure with which you not be 100% comfortable. Certain tools (eg, laser cutters, CNC) are to be operated only by shop supervisors.
- 9.9** No one under the influence of drugs or alcohol, lack of sleep, or *any other distraction* is permitted in the shops. This includes listening to music through headphones/earbuds, or having “vistors” watch you work. Users who appear to be under the influence, distracted, or “in a hurry” will be asked to leave. This determination will be made by the shop supervisor on duty.
- 9.10** Approved eye and ear protection must be worn by everyone in the shops while power tools are in use. Before using a power tool, let others know so that they can put on eye and ear protection.
- 9.11** All users must be dressed appropriately for shop work. Long hair must be secured. No dangling jewelry, scarves, ties, loose shirtsleeves, etc. No open-toed shoes, slick soles, high heels or bare feet.
- 9.12** Dust collection must be used with any tool so equipped. Use portable sanders on the downdraft dust collector (the sanding station). Dust masks are available to supplement the dust collection system.
- 9.13** Any injury requiring any treatment (even a band-aid) must be reported promptly to the shop supervisor on duty.
- 9.14** Any tool damage or unsafe equipment must be reported promptly to the shop supervisor on duty.



- 9.15** All shop users are responsible for cleaning up after themselves. Work surfaces and tools are to be thoroughly cleaned, including removal of all glue. Stationary tools are to be thoroughly swept/vacuumed. Jigs, bits, etc, are to be removed and properly stored. Hand tools and portable power tools are to be returned to the proper location. Air hoses are to be properly stored. Floor areas are to be swept/vacuumed. Garbage is to be properly disposed of—if you create a large volume of trash, take the can to the dumpster. Ear and eye protection is to be returned to the proper location.
- 9.16** Use glue **ONLY** on approved surfaces (e.g., not the table saw). Store clamped assemblies out of the way, and unclamp as soon as possible.
- 9.17** Flammable materials must be stored in the flammables cabinet. Rags or other materials contaminated with flammables (especially oil or oil-based finishes) **MUST** be disposed of in the flammables can, **NOT** the garbage can.
- 9.18** Most exotic wood species, a few domestic species, and many engineered wood products present health hazards and/or damage tools and equipment. Check with the Shop Coordinator before bringing any unusual materials into the shops.
- 9.19** Sustainable use and reuse of materials is encouraged. However, reclaimed/recycled lumber can present health and safety issues and damage tools and equipment. Check with the Shop Coordinator before using any reclaimed/recycled material.
- 9.20** Cutting certain materials can trigger the SawStop safety mechanism. This includes any metal or metal-contaminated materials, foil-faced foams, some plastics, and wet wood. Check with the Shop Coordinator before using anything other than clean, new wood. No one is allowed to use a SawStop with disabled safety mechanism except with **direct** supervision by the Shop Coordinator. Users are responsible for the cost of accidental SawStop activations.
- 9.21** Most solvent-borne finishes and paints are toxic and present unnecessary health and safety hazards. This includes almost all spray paints and finishes, and certain glues. Use waterborne finishes whenever possible. Check with the Shop Coordinator before bringing **any** paint, finish, solvent, etc. into the shops.
- 9.22** No storage of materials or projects-in-progress is permitted without prior approval from the Shop Coordinator. Materials approved for storage must be marked with user's name. Materials not approved for storage will be thrown away or treated as shop property.
- 9.23** Tool check-out requires up-to-date orientation session, a valid WSU ID card, and local contact info. The person checking out the tool is responsible for any loss or damage. Late check-in grounds for loss of check-out privileges. Not all tools are available for check-out.

**9.24** Violation of any of the policies above is grounds for revocation of SDC Shops privileges.

**10.0 Study Tours.** Study tours are an integral part of the educational experience for students in the School of Design and Construction; in sum programs of the SDC study tours are required. The study tour provides opportunities for all students to study and gain first-hand experience in important architectural and construction projects. The study tours provide opportunities to understand design intentions, construction methods, and materials, in addition to the role of design and construction as cultural and historical phenomena. As such, the following policies have been established as expectations for student behavior:

**10.1** As determined by the faculty, study tours may constitute a portion of the semester grade. Faculty may establish graded assignments, including on-site research, conceptual design, analysis of projects and/or sketching.

**10.2** Course fees related to study tours: The course fees cover airfare, accommodations and in some instances ground transportation. Course fees do not cover other on site or in transit costs such as meals, entrance fees to museums or tours that faculty deem significant to the experience of the study tour. Students are encouraged to seek outside funding such as grants to help offset additional costs. In addition, students receiving financial aid are eligible to receive additional funding.

**10.3** Students are expected to participate in all activities as established by faculty. Students should expect that the itinerary will encompass activities that will be of full-day duration.

**10.4** Students are expected to behave in a professional manner throughout the tour, from the moment they gather at the airport to when they pick up their luggage upon return. Students represent the school and university, and standards of professional conduct are mandatory. Such standards include treating others with respect, appropriate language, and politeness.

**10.5** At the discretion of each faculty leader, negative behavior (including non-participation in scheduled events or a lack of punctuality) may result in a lowered grade on assigned activities or the completion of one additional credit of coursework to make up for the missed events. The additional coursework will need to be completed prior to the end of the academic year in which students are currently enrolled.

**10.6** Beyond the normal courtesy toward other guests staying at the hotel (or other lodging), it is important to keep excessive noise in hotel rooms at a minimum. In consideration of other students and guests, quiet hours at the hotels will commence at 10:00 p.m.

**10.7** Abuse of alcohol or the use of any illegal substances will not be tolerated.

**10.8** Students who violate the policies regarding student conduct on study tours can and will be sent home at their own expense.

**10.9** For more information see <http://conduct.wsu.edu/>.

## **11.0 Diversity**

**11.1** Washington State University advances equity and diversity throughout the institution and in the communities it serves, by expanding inclusion, providing opportunities, and encouraging individual and community development and achievement. <http://diversity.wsu.edu/>

## **12.0 Students with Disabilities**

**12.1** Reasonable accommodations are available for students with a documented disability. If you have a disability and need accommodations to fully participate in an SDC class, please either visit or call the Access Center (Washington Building 217; 509-335-3417) to schedule an appointment with an Access Advisor. All accommodations **MUST** be approved through the Access Center. Additional information is available on the DRC website is [www.drc.wsu.edu](http://www.drc.wsu.edu).

# Addendum #1: Shop release of liability form

*The following policies are established to govern the use and safety of all shop facilities within the School of Design and Construction. All students are expected to follow these policies with no exceptions. Failure to follow all procedures will result in losing privileges for shop use.*

## **Safety:**

- All students will be required to participate in safety training under the direction of the Shop Coordinator. By signing this form you acknowledge that you have attended all required safety training.
- Safety in the shop is the responsibility of each student.
- All equipment and tools, which become broken, or need to be repaired, or unsafe must be taken out of use immediately and reported to a shop supervisor.
- All materials must be kept off the floor and all tools need to be put away at the end of each work period. Sawdust and scrap material must be cleared away.
- No headphones, food, drinks are allowed in the shop.
- Students may not operate tools wearing loose clothing or jewelry. Long hair must be tied back.

## **Procedures:**

- Students may not use or bring into the shop area any personal tools including power and hand tools. The only exceptions are model making tools such as matt and exacto knives.
- Students must clean the area where they are working once they are done using the shop.
- Broken tools or materials that need to be replaced (IE sandpaper) should be reported to the TA.
- Students must always work in a safe and conscientious manner.

Nonconformance with the above will result in the exclusion from using the shop.

## **Release of Liability:**

In consideration for the opportunity to work in the shop, I voluntarily agree to assume all risks involved in my participation. I understand that I am required to complete the safety training and shop orientation with the Shop Coordinator. I understand that if I voluntarily participate, I expose myself to risk of personal injury and/or death and property damage or loss.

I understand that Washington State University provides no medical insurance for their students and it is my responsibility to provide health insurance coverage for myself while I am using the model shop. I

also recognize that there are both foreseeable and unforeseeable risks of injury or death that may occur that WSU cannot specifically anticipate.

I release the state of Washington, the Regents of WSU, WSU, any subdivision or unit of WSU, its officers, employees, and agents, from any and all liability, claims, costs, expenses, injuries and/or losses, that I may sustain as a result of my use of the model shop. My use of the model shop includes, but is not limited to any activity connected with the shop itself, and while using state or private equipment or facilities.

I have carefully read this document, understand its contents, and am fully informed about these circumstances and being apprised of the risks inherent in the activity, assume the risk of participation and release WSU from liability as set forth here in. I am aware that this document is a contract with WSU. I, or my parents/legal guardians if I am under the age of eighteen, sign it freely and voluntarily.

Participant's signature

Date

Participant's printed name: \_\_\_\_\_

Student ID # \_\_\_\_\_ DOB \_\_\_\_\_

Parent/legal guardian's signature

Date \_\_\_\_\_

(required if participant is under age 18)

Parent/legal guardian's printed name: \_\_\_\_\_

# Addendum #2: Policy on Indoor Air Quality

**Policy on Indoor Air Quality (IAQ)  
And  
Multiple Chemical Sensitivity/Chemical Intolerance Syndrome (MSC/CIS)**

**School of Design and Construction  
Washington State University**

(Originally adopted 4/26/2001)

The School of Architecture & Construction Management strives for the best possible IAQ for all users of Carpenter Hall. In order to achieve this policy, the School will seek to raise awareness of the importance of IAQ elimination and/or promotes the safe use of toxic and irritating chemicals within the building. To ensure the above, the following will be followed by all users of Carpenter Hall:

- A. **Foster Awareness of IAQ and MSC:** All users of the building should be aware of the importance of IAQ and MCS, personally and professionally. The AIA has taken significant leadership in this issue and has excellent resources (noted references listed below).
- B. **Help Monitor IAQ:** Facilities and Equipment Committee (FEC) will monitor this policy. In order to gain an awareness of problems, report forms (available on all floors) should be filled out when anyone is experiencing IAQ problems and given to FEC via our secretary. Also, the School may take surveys from the users of the building on IAQ-MCS/CIS issues.
- C. **Read Product Labels:** While in the building, eliminate the use of any products that have cautionary warning labels unless they are used in the spray booths. Even though one minor use may not seem to be a problem, the multiple effect of their use over time and/or their interaction with other chemicals can cause serious health problems. If there are not any alternatives, they must be used in the spray booths.
- D. **Use of the Spray Booths:** The application/use of any chemicals with warning labels (various paints, sprays, adhesives, etc.) can only occur in the spray booths located at the entrances of both fourth floor studios. The materials need to remain in the spray booth until the application is sufficiently dry to prevent off gassing (generally until there is no odor).
- E. **Encourage the use of Fragrance Free Products:** The users of Carpenter Hall should be aware that many scented products such as perfumes, colognes, soaps, deodorants, shampoos, lotions, etc. can be toxic,\* will compromise the building's IAQ, and can cause health problems. Therefore the users of the building should avoid the use of scented products while in Carpenter Hall.

## **IAQ and MCS/CIS References and Recommended Strategies**

IAQ: Healthy IAQ is particularly critical because the users (faculty, staff and students) spend many hours in the building and are reporting health problems commonly associated with poor IAQ and MCS. Carpenter Hall has experienced serious IAQ problems from car exhaust, dust from the shop, and from miscellaneous chemicals used in the building. Continue to achieve the following:

- 1. Continue to supply more fresh outdoor air into Carpenter Hall by finding ways to redirect or reconfigure the air intake away from vehicular exhaust and/or eliminate vehicle access near the air supply. The current "no parking" signs and ballards are generally ignored by some university and school personnel and students.
- 2. In order to decrease the vehicle exhaust problems from traffic entering Daggy parking garage, turn off the outdoor air supply between 7:45-8:05 am, 11:50-12:15 p.m., 12:50-1:05 p.m. and 4:45-5:10 p.m. This particular method has successfully reduced the exhaust problems from the garage service vehicles.

3. Increase the quality of air filtration and the quantity of the fresh air filtration and supply (not by the vehicle service areas).
4. Provide operable windows and/or air intake fans to supply fresh air into rooms that are having IAQ problems.
5. Independently vent the shop and copy room.

MCS/CIS: MCS/CIS is caused by the accumulative effect of various chemicals, the length of exposure (age), the body size and sensitivity. Minimizing ones exposure is the best way to prevent this accumulative effect from happening to everyone, particularly the young people who spend days and nights in this enclosed building. Any chemicals used in this enclosed building do not just disappear; they are absorbed into the air, our clothes, the furniture and carpet, air ducts and filters and will stay in our confines for days/weeks, before they off gas and get flushed out. Continue to achieve the following.

1. FEC shall monitor the various chemicals in the workplace by:
  - a. Creating a simple report form for monitoring various suggestions and problems (anonymously).
  - b. Acting as a resource for questions and concerns about safe materials.
  - c. Reviewing all chemicals used in the building.
2. When repairs such as painting are being done, post warnings, use VOC free paints and materials and ensure that warnings, use VOC free paints and materials and ensure that the air system is exhausting all air (not mixing indoor with outdoor air).

References:

AIA National Conference/Telecast and Resources Guide: "Healthy Buildings and Materials"  
*AIA Environmental Resource Guide*