

THE SCHOOL OF ARCHITECTURE – PROTOCOLS AND ETIQUETTE

The following document outlines protocols and etiquette to follow while using the School of Architecture's studios and laboratories at the Zelman Cowen building. It is informed by principles held in the PPL policy [3.60.01 Student Charter](#). Students are expected to familiarise themselves with these protocols.

FACILITIES

- 2 x Design Studio spaces
- 2 x Homerooms (one for undergraduates and one for postgraduates)
- Computer laboratory
- 2 x workshops
 - Collaborative Design Laboratory (Co-lab) – access via Blackboard
 - [Innovate](#)

OPERATIONAL HOURS

All architecture and design students have access to these spaces.

- Studios and the computer lab are open 24/7.
 - Studios are unlocked between 8am and 6pm. Outside of these hours, studios are locked and can only be opened with a swipe card. After hours, students are encouraged to use the access control system properly and avoid holding open the door at night, thus rendering security ineffective.
- The Co-Lab workshop is open between 8am and 3:45pm, with extended hours during peak periods

DESIGN STUDIOS AND HOMEROOMS – USAGE AND ETIQUETTE

The studios and homerooms are vibrant and creative spaces that are active at many times of the day and evening. As a resource, they are heavily used and need to be managed to ensure they are safe and effective places in which all students and studio teaching staff can work.

Studios are:

- The principal teaching and learning space for students in architecture and design.
 - Usage is prioritised for scheduled classes. You can use the studio spaces for private study outside of scheduled class times.
- A place for undertaking classes and tutorials
- A shared space, used by peers, studio advisors, and course coordinators. Please be conscious of, and respect the rights of, other studio users and modify behaviour accordingly. Wear headphones if playing sound to minimise the noise impact for others in the room, or agree with others in the studio when playing sound aloud.

Homerooms are:

- A place for undertaking individual and group project work, and general study and discussion
- A home base for students while they are on campus. You can set up your own desk for use throughout the year in the homeroom.
- A shared space, used by peers, studio advisors, and course coordinators. Please be conscious of, and respect the rights of, other studio users and modify behaviour accordingly. Wear

headphones if playing sound to minimise the noise impact for others in the room, or agree with others in the studio when playing sound aloud.

Although studios and homerooms are able to be accessed 24/7 with a swipe card, please note that the School does not endorse unsafe practices such as doing 'all-nighters'.

Basic provisions

Available in the homerooms for student use are:

- drawing boards
- tables for laying out drawings
- office chairs
- lockers

We strongly advise students to secure their chosen locker drawers with their own padlocks. Each locker has two drawers, and each drawer requires a separate padlock. Lockers must be emptied at the end of second semester immediately after portfolio hand in.

Kitchenette

A kitchenette is provided in the hallway outside each studio and homeroom. The kitchenette comprises a small fridge, sink, water boiler and microwave oven. Students are responsible for the standard of cleanliness of kitchenettes. Please be mindful of your colleagues by cleaning dirty dishes immediately after use, keeping the microwave clean and keeping the fridge free of old or stale food. As a policy, food left in the fridge should be labelled and dated. Year group representatives will be responsible for organising the periodic clean out of the fridge and ensuring that the kitchenette is kept in a reasonable state of cleanliness.

PLEASE NOTE: Kitchenettes are not always fully operational per Covid requirements at the time.

Cleaning

Bins are provided in studios and homerooms for general waste, recyclables and paper – please place food waste in external bins to avoid bad smells in these rooms. The cleaning staff empty studio and homeroom bins weekly. As a policy, anything that is left on the floor will be removed and dumped by the cleaners. Anything left on tables will not be touched. Cleaners will refuse to clean if these rooms become excessively messy. To ensure that the workspace can be enjoyed by all, please assist by cleaning up your space frequently and placing your rubbish in the bins. Brooms are also available. Studio advisors may ask the year group to clean the space when the mess gets out of hand.

Equipment

Students are obliged to keep studios and homerooms in a tidy and orderly condition. Deliberately or carelessly damaging property shall be treated as vandalism and any incidents will be handled by UQ Security. Careless damage of property includes cutting the drawing boards and tables, and over spray from aerosol adhesive. Tasks more likely to damage equipment such as painting or cutting using anything other than scissors (eg. Stanley knife) should be done in the Co-Lab.

Equipment should not be moved from rooms, except with permission of the person who has the responsibility for that equipment or room and who will ensure its proper care and return.

Students are welcome to bring their own equipment to use in the studio and homeroom. Please make sure you have done the required [Test & Tag](#) of your equipment before bringing it in the first time.

The School is not responsible for the security of students' personal equipment. In the event of loss or theft or equipment belonging to the University or to students, the full circumstances should be reported to Security, Lost Property, and the School of Architecture reception promptly.

CO-LAB WORKSHOP - PROTOCOLS

The Co-lab is used as a general teaching space (normal mode) and for workshop and fabrication activities (construction mode). Signage at the entrance of the Co-lab will advise students of the mode in which the space is being used and the appropriate level of personal protection equipment (PPE) required. The activity coordinator will advise what level of PPE is required in Co-lab during construction mode.

The workshop has a higher level of required PPE. Before starting an activity, students must enter the workshop via the front of house and discuss their work plan with the workshop manager. The minimum PPE required for any activity in the workshop is enclosed shoes and eye protection. If students are on site or doing heavy construction/fabrication or any other specified heavy work, then steel-capped safety shoes are necessary.

Students are required to provide their own steel-capped safety shoes that meet the Australian Standard AS/NZS2210. Other PPE for workshop activities will be provided by the School.

Students are not to use any equipment in the workshop or Co-lab unless they have been provided with the relevant competency and risk assessment training.

Refer to [Blackboard](#) for more information about the Co-Lab workshop protocols.