



Studio Procedures Information

Welcome to Adams School of Art!

The following studio procedures help to create a positive working atmosphere for our entire community. For the safety of our staff, visitors and for you, our working artists – and to ensure the efficiency and proper utilization of the studio's resources, please be responsible and clean up after yourself. Art is messy, we all must work together to have a workable studio.

Arrival

- Please make an effort to arrive 10 minutes before your class begins. This will give you time to set up your equipment before the class begins.
- No food or drinks are allowed in the studio.
- Nontoxic paint thinner such as Turpenoid can be used but must be taken home with you.
- PLEASE DO NOT pour solvents into the sinks or leave in trash. If you are unsure of the right way to clean your palate or brushes, please speak to your instructor
- Transport all solvents in glass jars to be disposed of properly at home.
- No oil painting rags allowed or left inside studio.
- No turpentine or toxic solvents allowed in the studio.
- No spray paints or fixatives to be used inside the building anywhere.

Equipment Usage

Students must follow all safety protocols and guidelines provided for each piece of equipment and report any malfunctioning equipment immediately to the instructor.

Clean Up

- Please clean, swept, and tidy your space at the end of each class.
- Any paint on the floor, tables or easels should be wiped clean
- The school is not responsible for lost, stolen, or misplaced items. Please be sure you check all areas of the studio where you may have worked before leaving for the day.
- All equipment used in class must be returned to their original location.
- All work should be taken home with the exception of sculpture pieces.
- Store sculptures in the designated location.
- Clean tables sinks and counters of all materials.
- Students are expected to clean tables, easels, chairs, and floor area at the end of each class.
- Pick up trash on floor.

No Storage of Materials and Artwork Studio

No artwork in-progress or finished or materials should be left in the studio except for sculpture that is in-progress. Students should take home all projects (finished and unfinished) and materials whenever possible throughout the session/lesson. Any student work or materials left after the studio, completed or uncompleted will be removed from the studio and the school cannot be responsible for any damage.

End of Session Sculpture Storage

At the end of each session materials or sculpture pieces that have not been taken home. If they are left in the studio, we cannot be responsible for any damage to the pieces. In an effort to keep the studio clean, any pieces left in the studio will be thrown out before the next semester begins.

Thank you!