
REQUEST TO INSTALL STUDENT ARTWORK

Student Name: _____

Student ID #: _____

Class: _____

Instructor Name: _____

Cell #: _____

Emily Carr email : _____@ecuad.ca

Date(s) of Installation: _____ Time(s): Start: _____ End: _____

Area where Artwork is to be installed: Level: _____ Quadrant and Room #: _____

PLEASE NOTE: THE TIMES YOU BOOK A ROOM MUST INCLUDE YOUR SET-UP AND TAKE-DOWN TIMES

FOR SCHEDULING OFFICE USE ONLY:

The above location has been booked through the Scheduling Office for this installation during the designated period of time.

Date: _____ Signature: _____

Description of Artwork to be installed including weight/dimensions:

DIAGRAM

FOR INSTRUCTOR USE ONLY:

I acknowledge that this installation has been discussed with the student and I am aware and have discussed with the student the scope of the project including materials, and any impacts/disruptions on the building including rooms and furniture.

Name: _____ Signature: _____

Date: _____

FOR FACILITIES USE ONLY:

Date of Approval: _____

Post installation inspected by Facilities: _____ Inspected by: _____

HOW TO PROTECT AND RESTORE COMMON SPACE

PLEASE NOTE:

- The University is not responsible for loss, theft or damage to students' work. This includes work that may be damaged as a result of computer failure or faulty equipment.
- All areas are to be put back to their original condition. Areas will be inspected when installations are removed. If you are unsure, please contact Facilities.
- All areas must be restored at the time of take down. Be sure to include time for this when booking the space.
- Failure to comply will result in you (the student) being charged for any work and materials needed to fix the area, and may affect any approval of future room/installation bookings.
- Tool and paint supplies are available through the Tool Checkout + Resale Materials. Guidance for filling, sanding, or painting is available from your Studio Technician.

DO NOT PAINT:

WOODEN BEAMS	BASEBOARDS	SWITCH PLATES
METAL BEAMS	DOOR JAMBS	THERMOSTATS
FLOORS & CARPETS	CEILINGS	FIRE PULL STATIONS/BELLS
THERMOSTATS	METAL CORNER GUARDS	AIR DUCTS
DOORS & WINDOWS	LIGHTS & LIGHT FIXTURES	ROOM NUMBERS
ELECTRICAL OUTLETS	TELEPHONES	FIRE EXTINGUISHERS

DO NOT INSTALL ARTWORK IN THE FOLLOWING AREAS:

- in the elevators
- from overhead pipes, beams, ventilation pipes, sprinkler heads or light fixtures
- on or above doors or on door glass
- in front of doors, windows, or fire exits
- in stairwells, or washrooms, or the student lounge/cafeteria
- **No candles**, flames or burning of any kind
- Fire extinguishers are not to be removed/tampered with
- Any screws, nails, staples or hooks used in other rooms are to be removed afterward
- Fasteners (screws, nails, etc.) cannot exceed 30mm in length
- Fasten artwork only to walls that are plywood backed. OK to use masking tape or painters tape on any walls
- Do not cut, drill, nail or use fasteners on beams, posts, concrete floors/walls etc.
- Electrical outlets, door jambs and baseboards etc. to be masked over with tape and paper before painting. Do not remove switch covers or electrical outlet covers
- When painting use drop sheet to cover floor and carpeting
- Do not use glue or felt pens on walls or other surfaces
- For 3D work, ensure that there is clearance of at least 5 feet around one side to allow safe passage for people in the area of your work
- Also, for 3D work, be sure that there are no pointy parts at eye level that could injure people as they pass by