



FINE ART (VISUAL ART) PROGRAM STUDENT HANDBOOK

WINTER 2023

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ONTARIO HALL BUILDING HOURS

January 9th – April 10th

Monday – Friday
7:00 am – 11:00 pm
9:00 pm – 11:00 pm by FOB only

Saturday – Sunday
7:00 am – 11:00 pm by FOB only

Closed on statutory and university holidays

COVID-19, WELLNESS & OTHER INFORMATION

<https://www.queensu.ca/covidinfo/>

<https://www.queensu.ca/studentaffairs/>

<https://www.queensu.ca/studentwellness/>

<https://www.queensu.ca/artsci/important-dates>

WHO TO ASK?

Dr. Warren Mabee, Interim Director
Prof. Alejandro Arauz, Undergraduate Chair
Injuries & Safety Concerns – Brian Hoad, Safety Officer

STUDIO USAGE

The Art studios in Ontario Hall are for the use of current students in the BFA/Visual Art Program.

Unauthorized people will be asked to leave by campus security. As per Ontario Hall's Safety Regulations, please do not work in the building on your own at any time. You should always have a fellow BFA student on the same floor, preferably in the same room. You are encouraged to use a buddy system with your BFA student colleagues. If you do work alone, please utilize the Campus Security Lone Worker Program. To contact the Lone Worker Program, call **613-533-6080** and report where you are working, how long you expect to be there, and if you will require an escort when you leave. You can now use the "Work Alone" feature on the SeQure app and set up automated monitoring. This feature is only available on campus, location services and notifications must be turned on to use this service.

PLEASE NOTE: STUDENTS ARE NOT PERMITTED TO WORK IN ONTARIO HALL AFTER BUILDING HOURS.

LOCKER USE & DATES

You will need to provide your own lock. The program and the university are not responsible for the lock on the locker or the materials in the locker. For the end-of-year cleanup, lockers must be emptied on the last day of classes. Locks will be cut from those lockers not emptied on the last day of class and the contents become the property of the Program and will be disposed of at the discretion of the Program.

END OF TERM CLEANUP & STORAGE

Anything left in Ontario Hall past the removal deadline becomes the property of the BFA Program and will be disposed of at the discretion of the Program. Dates are unknown until disposal bins are booked in the winter term. You will be notified by email of the removal deadline.

STUDIO FEES & PAYMENTS

Winter Studio Fees/Materials: Fees from the previous academic year and term (2021/22) must be fully paid before the start of Winter 2023 classes. Winter term (2023) course materials will not be released until Fall 2022 term course fees are fully paid. The BFA office will communicate the payment methods for each course at the start of the fall semester.

DISPLAY OF ARTWORK IN ONTARIO HALL

4th year students must first seek approval from their Supervisor and seek final approval from the Undergraduate Chair.

1st – 3rd years must seek approval of their BFA Faculty Instructor in conjunction with the Undergraduate Chair for 2-week display periods.

BFA PROGRAM DEGREE REQUIREMENTS

Fine Art – Major (Fine Art) – Bachelor of Fine Art (Honours)

ARTF-M-BFH

Subject: Administered by the Department of Art.

Plan: Consists of 72.0 units as described below.

Program: The Plan, alone, or in combination with a Minor in another subject, and with sufficient electives to total 120.0 units, will lead to a Bachelor of Fine Art (Honours) Degree.

1. CORE COURSES (60.0 units)

- A. 12.0 units in ARTF 127/6.0 and ARTF 128/6.0
- B. 12.0 units in ARTF 227/6.0 and ARTF 228/6.0
- C. 18.0 units in ARTF 337/9.0 and ARTF 338/9.0
- D. 18.0 units in ARTF 447/9.0 and ARTF 448/9.0

2. SUPPORTING COURSES (12.0 units)

- A. 6.0 units from ARTH 120/6.0
- B. 6.0 units from ARTH at the 200-level

NOTES

- A. First and second year ARTF courses consist of 12 hours of studio classes plus 12 hours independent studio activities per week; Third and fourth year ARTF courses consist of 24 hours of studio activities per week.
- B. ARTH 227/6.0 or (ARTH 231/3.0 and ARTH 232/3.0) are recommended.

Fine Art – General (Fine Art) – Bachelor of Fine Art

ARTF-G-BFA

Subject: Administered by the Department of Art.

Plan: Consists of 54.0 units as described below.

Program: The Plan, with sufficient electives to total 90.0 units will lead to a Bachelor of Fine Art Degree.

1. CORE COURSES (42.0 units)

- A. 12.0 units in ARTF 127/6.0 and ARTF 128/6.0
- B. 12.0 units in ARTF 227/6.0 and ARTF 228/6.0
- C. 18.0 units in ARTF 337/9.0 and ARTF 338/9.0

2. SUPPORTING COURSES (12.0 units)

- A. 6.0 units in ARTH 120/6.0
- B. 6.0 units from ARTH at the 200-level

NOTES

- A. This Plan, unlike most other General Plans, may not be added to a Major to form a Major-Minor Plan combination.
- B. First and second year ARTF courses consist of 12 hours of studio classes plus 12 hours of independent studio activities per week; Third year ARTF courses consist of 24 hours of studio activities per week.
- C. ARTH 227/6.0 or (ARTH 231/3.0 and ARTH 232/3.0) are recommended courses for Option 2B.

MARKING

Marking art can be somewhat more subjective than marking in other fields. All professors and instructors mark differently and emphasize different aesthetic approaches. Each of your professors *must* include in their syllabus their evaluation criteria. Speak to your professor if you are unsure about the criteria being used to evaluate your work. If you have any questions about your marks, ask your professor for feedback. Feedback may take different forms: some professors give feedback during critiques and others might write notes. Remember that faculty office hours are intended to ensure that you can see a professor about any questions you might have. The BFA program uses letters in, letter out.

BFA MARKING EVALUATION CRITERIA GUIDE

Arts & Science Letter Grade Input Scheme

Assignment mark	Numerical value for calculation of final mark
A+	93
A	87
A-	82
B+	78
B	75
B-	72
C+	68
C	65
C-	62
D+	58
D	55
D-	52
F48 (F+)	48
F24 (F)	24
F0 (0)	0

Queen's Official Grade Conversion Scale

Grade	Numerical Course Average (Range)
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
C+	67-69
C	63-66
C-	60-62
D+	57-59
D	53-56
D-	50-52
F	49 and below

GRADE DESCRIPTORS

Course Grade	Grade Point Equiv.	Meaning of that grade (in a single course)	Consequences of consistent or average performance at that level across all courses.
A+	4.3	Truly Exceptional	
A	4.0	Outstanding	Meets standard for the Dean's Honour List with Distinction (DHL-D: traditionally top 3%).
A-	3.7	Excellent	Meets standard for Dean's Honour List (DHL: traditionally top 20%).
B+	3.3	Very Good	
B	3.0	Good	
B-	2.7	Reasonably Good	
C+	2.3	Acceptable	
C	2.0	Minimally Acceptable (Honours)	Meets standard for an Honours Degree.
C-	1.7	Minimally Acceptable (General)	Meets standard for a General Degree. Does not meet standard for an Honours Degree.
D+	1.3	Unsatisfactory Pass	Academic Probation and, possibly, further sanctions
D	1.0	Unsatisfactory Pass	Academic Probation and, possibly, further sanctions
D-	0.7	Unsatisfactory Pass	Required to Withdraw (automatic)
F	0.0	Failure. No course credit	Required to Withdraw (automatic)

Note: The Faculty of Arts and Science defines the following GPA thresholds: 1.60 for a General Degree; 1.90 for an Honours Degree; 3.50 for the Dean's Honour List; 3.90 for the Dean's Honour List with Distinction. An average GPA of 0.70 or below for one term results in an automatic requirement to withdraw. Placement on academic probation follows from a term GPA below 1.60.

WINTER 2023 TIMETABLE

Week	Dates	Events	Notes
#1	Jan 9 - 13	Winter term classes begin	Monday, January 9
#2	Jan 16- 20	Visiting Artist Lecture #4 – Agata Derda. Jan 19th	January 20th - Last day to add/drop classes
#3	Jan 23 - 27		
#4	Jan 30 - Feb 3	Visiting Artist Lecture #5 – Howard Podeswa. Feb 2nd	
#5	Feb 6 - Feb 10		
#6	Feb 13 - Feb 17		
#7	Feb 20 - Feb 24	Fall Break (no classes)	Family day February 20 & Reading Week
#8	Feb 27 - Mar 3		Mar 3. Last date to drop Winter Term classes without academic penalty
#9	Mar 6 - Mar 10		
#10	Mar 13 - Mar 17		
#11	Mar 20 - Mar24		
#12	Mar 27 - Mar 31		
#13	Apr 3 - Apr 7		Good Friday, Apr 7 - no classes
#14	10-Apr		Last day of winter term classes

WINTER 2023			
ARTF 128			
Drawing/Painting	11:30am - 2:30pm (M/T/W/Th)	410	R. Anweiler
ARTF 228			
Sculpture/New Media (6 weeks x2)	2:30pm - 5:30pm (M/T/W/Th)	107,108, 109 111, 113, 208	K. Sellars
Print Media (6 weeks x2)	11:30am - 2:30pm (M/T/W/Th)	114, 115	M. Wedderspoon
ARTF 338			
Painting	2:30pm - 5:30pm (M/T/W/Th)	405	S. Aziz
Print Media	2:30pm - 5:30pm (M/T/W/Th)	216, 217, 218 221, 223	A. Arauz
ARTF 448			
Individual Programs II	4:30pm-5:30pm Th	408, 309, 308 307, 214, 215	Sellars, Arauz, Anweiler Aziz, Hughes, Wedderspoon

PEOPLE IN THE FINE ART (VISUAL ART) PROGRAM

BFA PROFESSORS

Rebecca Anweiler is a Kingston-based painter who completed her MFA at Concordia University in Montreal in 2000, and is honours graduate of the Ontario College of Art and Design, receiving numerous awards for her work. She taught Drawing and Painting in the Fine Art (Visual Art) Program at Queen's University, as well as at the University of Lethbridge, Alberta and Concordia University, Montreal. A recent recipient of both Ontario Arts Council and Canada Council grants, Anweiler's artwork has been exhibited extensively in Toronto and Montreal, and she has paintings in several public collections including the Agnes Etherington Art Centre, the City of Toronto, and the University of Lethbridge Art Gallery.

Instructor ARTF 128 Painting, ARTF 448 Thesis Supervisor, Visiting Artist Coordinator

Alejandro Arauz is an interdisciplinary artist exploring issues of identity, diaspora, and transplantation through the vernacular of print media, performance, video, collage and painting. Digital applications allow Alejandro to create bridges between mediums to expand on the lineage of his imagery. Alejandro is particularly interested in the Latin American Diaspora within Canada and the USA. Alejandro earned his Honors BFA from the University of Windsor in Canada and an MFA degree from Louisiana State University (Deans Medal Recipient). Alejandro has exhibited in Canada and the USA, in addition to receiving grants and awards from the Ontario Arts Council, Queen's University and Louisiana State University. Alejandro is currently a lecturer in the fine art departments at Queen's University, in addition to completing teaching appointments at the Ontario College of Art and Design University, Nipissing University and the University of New Mexico. Alejandro is knowledgeable in all areas of printmaking, including intaglio, lithography, relief, silkscreen, digital print, digital photography and interdisciplinary methods. He is also well versed and engaged in all matters related to digital and new technologies relevant to print media.

Undergraduate BFA Chair, Instructor ARTF 338 Print Media, ARTF 448 Thesis Supervisor, Seminar Coordinator.

Sylvat Aziz trained at universities in Lahore Pakistan; NYC, USA and Montreal Quebec, where she earned undergraduate degrees in the sciences and graduate degrees for comparative literature and visual art. She attended the Banff Centre for the Arts in the annual session and has held several residences in North America, UK, Europe and South Asia. Her work has been shown nationally and internationally, venues include: the Venice Biennale, the Istanbul Symposia, National Gallery of Pakistan, Cartwright Hall Bradford England, Nickle Arts Museum Calgary, Beaverbrook Art Gallery, Fredericton and Eicher Gallery, New Delhi. She taught Drawing, Painting and 2D Design in the Fine Art (Visual Art) Program, and is cross-listed with the Department of Gender Studies, Queen's University, Kingston Ontario.

Instructor ARTF 338 Painting, ARTF 448 Thesis Supervisor

Daniel Hughes is primarily a Figurative painter. He did his undergraduate degree at OCAD (including a year in Florence, Italy) and his MFA at the New York Academy of Art working with painters Eric Fischl and Vincent Desiderio. He has exhibited for the last 3 decades throughout Canada, the U.S and London England, Art Fairs include Chicago/Madrid/Toronto and London. Hughes has exhibited in numerous Museum shows including The Arkansas Arts centre, Little Rock /Arkansas, The Baker Museum, Naples/ Florida, The National Portrait Gallery Of London/UK, The National Portrait Gallery of Edinborough in Scotland. His adjunct teaching positions have included The Toronto School of Art, OCADU, The Agnes Etherington Art Center and most recently Queens University.

ARTF 448 Thesis Supervisor

Kathleen Sellars is a permanent faculty member who teaches sculpture and new media in the BFA program. She also teaches collaborative courses with the other creative arts departments in the Faculty of Arts and Science and with the Faculty of Applied Science at Queen's. Her recent work combines computer-based robotics, sculpture, graphics and animated video to examine current issues in medical research. Her work has been shown internationally in solo, collaborative and group exhibitions including "New Robotics Research" at the Agnes Etherington Art Centre (2008); and "It's a Wonderful Life" at the Owen's Art Gallery, Sackville NB (2007).

Instructor ARTF 228 Sculpture & New Media, ARTF 448 Thesis Supervisor, Exhibition Liaison

Morgan Wedderspoon (she/her) is a Katarokwi-Kingston based visual artist and a settler of Scottish-English descent. She maintains an arts practice in print media including book works, sculpture, installation, and participatory projects. Rooted in collection and observation practices throughout her urban environment, her work engages with the uneasiness of living in the ruins of late capitalism and the possibilities for collective change in the face of climate breakdown. She is a graduate of Queen's University (2009) and holds a Master of Fine Arts in Printmaking from the University of Alberta (2016). She is an educator and community arts advocate.

Instructor ARTF 228 Print Media, ARTF 448 Thesis Supervisor

TECHNICIANS

Brian Hoad: bh71@queensu.ca. Head Technician Supervisor, Safety Officer and Painting Technician.

Painting and Drawing Art Technician

Brian supports class in Painting and Drawing on the third and fourth floors, as well as 4th Year students in the third-floor studios. Brian maintains the fourth-floor studios and equipment, as well as the third-floor studios. Brian does not teach but he can advise students who are having difficulty with equipment and distribute course materials and equipment for loan.

Technician Supervisor/Building Safety Officer/Ontario Hall Fire Marshall

As well as being the Painting and Drawing Technician, Brian also supervises all of the art technicians and student woodshop monitors. This includes setting schedules, liaising with faculty and technicians on course needs and instructing on safe work practices. As safety officer, Brian advises on and implements all

safety in the BFA Program and Queen's required safety procedures in Ontario Hall, such as conducting building safety checks and presentations for first year BFA students, Art History Graduate students and all new faculty members in Art History and the BFA Program. All near misses and accidents must be reported to Brian as soon as possible.

Troy Leaman

New Media Technician. Troy supports class in New Media. He is available to BFA students for course related support. Troy maintains the equipment in room 208. He is available to students to advise on software and equipment use, and for equipment loan. Please note that some equipment is prioritized for courses. Unless posted on the room schedule (on grey cabinet door), 4th Year students have open access to room 208. Due to limited Technician time, students are asked to sign in on the posted sign-up sheet (grey cabinet door) so that room use may be monitored.

OFFICE STAFF

Michaela Olesova: fineart@queensu.ca. Administrative Assistant

The BFA Program Administrator is the first point of contact in fine art program and provides support to the program director, faculty, and students, working in close cooperation with the Undergraduate chair.

Michaela is responsible for providing a full range of support to the Fine Art program, including administrative and financial program duties.

UNIVERSITY CONTACTS

Stephanie Simpson – Associate Vice-Principles (Human Right, Equity and Inclusion)
To schedule a meeting with Stephanie please contact Jill Christie at jjc@queensu.ca.
613-533-6000 ext. 75194

Allison LaVigne – Arts & Sciences Counsellor
Counselling.services@queensu.ca – 613-533-6000 ext. 78264

Kandice Baptiste – Director, Four Directions Indigenous Student Centre
kandice.baptiste@queensu.ca – 613-533-6000 ext. 77997

Corinne Laverty – Library Liason
lavertyc@queensu.ca
<https://guides.library.queensu.ca/fine-art>

FACILITIES IN ONTARIO HALL

WOOD & METAL SHOPS

There is a well-equipped wood shop and a metal shop where students can work during class and out of class, for safety reasons the wood shop is not available to students until they take the **Technical Skills Course/Workshop** in *first-year*, and the metal shop may be used only after students have taken the welding course in *third year*. Ryan Laidman will help students from all years with technical problems. There are **student monitors** who keep the shops open most evenings and weekends. They are there to ensure student safety, not to teach. A schedule of times the shops are open is posted on the wood shop door.

DIGITAL MEDIA LAB (DML)

Room 208 in Ontario Hall. The DML room has several iMacs with Adobe Creative Suite software that students can use during class and out of class. DML has lighting and green screen facilities. There is a photocopier, large format printers, DSLR cameras and other print and time-based equipment available. The DML hours will be posted on outside of the entrance door.

ONTARIO HALL – FOB GUIDELINES

Access to Ontario Hall after regular business hours will be by FOB only.

The main University Avenue door and the Lower Rear Accessibility door to Ontario Hall will be open from 7:00 am until 7:00 pm Monday to Friday (9:00 pm for the Fall Term), all other exterior doors will be locked at all times and should only be used for Emergency Exit. Access after regular business hours through the Main entrance door and the Lower Rear door by FOB only (weeknights 9:00pm-11:00pm and on the weekends from 7:00 am – 11:00 pm). The purpose of this system is to provide students, faculty and staff with sufficient access to Ontario Hall to perform their respective job duties and functions while maintaining a high level of security and restricting access to the general public.

IMPLEMENTATION

1. Upon request ONE fob will be activated for each student/faculty/staff. For first year BFA students one key fob will be available for a deposit of \$20.00 from the main BFA office, room 204 in Ontario Hall.
2. Key fobs/badges are not necessary to exit the Building.
3. Students and employees have access to work areas from 7 a.m. until 11p.m Monday-Sunday. Faculty have access to the building 24/7.
4. Lost key fobs/badges must be immediately reported to Queens Security (613)533-6733 and **Brian Hoad** for deactivation to avoid unauthorized use.
5. All visitors to Ontario Hall are required to check in at the main BFA office, room 211.
6. Each time a door is entered by FOB, the entry is automatically recorded as a matter of record, (i.e., safety and security).
7. No one (students, faculty, staff) should allow an unknown person to enter the building behind them. Fobs are issued for **individual access only**.
8. Failure to comply with these guidelines may result in loss of building access and/or disciplinary action.

ONTARIO HALL SAFETY REGULATIONS

PLEASE READ THE FOLLOWING VERY CAREFULLY

For your own safety and the safety of others it is necessary for you to understand and comply with Department Regulations and with those of the Ontario Health and Safety Act as they apply to this building. Painting, Drawing, Printmaking, Sculpture/New Media have specific safety regulations, and your professors will distribute these to you. However, there are a number of regulations for the department as a whole:

1. Under no circumstances are you to obstruct access to Fire Equipment or obstruct passageways as defined by the yellow fire lines on the floors, even temporarily. Do not block EXITS or STAIRWELLS with your artwork or materials/art supplies. If items are found in these areas, it is within the department's safety obligations to remove it.
2. There is an Emergency Call Button located at the 1st Floor Front Entrance and an ASSISTANCE PHONE on the 3rd Floor near the BFA Lounge (OZONE.)
3. If there is a fire alarm, leave the building in an orderly fashion by the stairwells only. Do not use the elevator! Do not return to the building until you are given proper authorization. There are fireproof containers for all oily and solvent permeated rags. Make sure you use these for hazardous waste.
4. Consumption of food is only allowed in the 'O' Zone lounge on the second floor of Ontario Hall. No food or drinks are permitted in the studio spaces.
5. Building hours are: Doors Unlocking: 7:00 am Doors Locking: 11 pm, Monday thru Sunday. YOU ARE NOT PERMITTED TO WORK IN THE BUILDING AFTER USER HOURS. Do not work in the building on your own at any time. You should always have a fellow BFA student on the same floor, preferably in the same room. You are encouraged to use a buddy system with your BFA student colleagues. If you do work alone, please utilize the Campus Security Lone Worker Program. To contact the Lone Worker Program, call 613-533-6080 and report where you are working, how long you expect to be there, and if you will require an escort when you leave. You can now use the "Work Alone" feature on the SeQure app and set up automated monitoring. This feature is only available on campus, location services and notifications must be turned on to use this service.
6. FIRST AID KITS ARE PROVIDED FOR EACH AREA. They are primarily outfitted for minor injuries. In the event of an emergency, call 533-6111 (from an internal phone, dial only 36111.) These phone numbers are posted on safety boards throughout the building.
7. This building is very old and dry, which makes it extremely susceptible to FIRE. Therefore, there is absolutely NO SMOKING permitted anywhere in the building. NO Alcohol on the premises.

8. BICYCLES are not to be stored in the building or attached anywhere on the building. Bicycles are to be parked only in bicycle racks or they will be taken away by security/Physical Plant Services.

9. Under no circumstances are exterior doors or fire doors to be propped open. This is both a Security and a Health and Safety issue.

GENERAL STUDIO SAFETY RULES

PROJECT APPROVAL: Secure your instructor's approval for all work you plan to do in the studios/workshops. He or she is the one to decide if the work can be done, and will be able to suggest the best, easiest, and safest way to do it.

CLOTHING: Dress properly for your work. Remove coats and jackets, roll up loose sleeves. It is advisable to wear a shop apron that is snugly tied and protective shoes.

EYE/EAR/LUNG PROTECTION: Wear safety glasses/Face Shield/ear protection/ mask when doing any operation that may endanger your eyes, ears and lungs.

CLEAN HANDS: Keep your hands clean and free of oil or grease. You will do better and safer work, and the tools and your project will stay in good condition.

CONSIDERATION OF OTHERS: Be thoughtful and helpful toward other students in the class. Be sure that the work you are doing does not endanger someone else. Caution other students that are violating safety rules. Do not move studio furniture/supplies out of other studios or into the hallways. Do not prop studio doors open.

TOOL SELECTION: Select the proper size and type of tool for your work. An expert never uses a tool unless it is sharp and in good condition. Inform your instructor/technician if tools are broken, have loose handles, or need adjustment. REMEMBER to unplug all electrical tools after use.

CARRYING TOOLS: Keep sharp and pointed tools turned down. Do not swing or raise your arms over your head while carrying tools. Carry only a few tools at one time, unless they are in a special holder. Do not carry sharp tools in the pockets of your clothes.

USING TOOLS: Hold tools in the correct position while using them. Most edged tools should be held in both hands with the cutting motion away from yourself and other students. Be careful when using your hand or fingers as a guide to start a cut. Test the sharpness of a tool with a strip of paper or scrap wood. DO NOT USE YOUR FINGERS.

WORKING SPEED: Do not rush and tear through your work. A steady and unhurried pace is safest for you and those around you.

TABLE/BENCH ORGANIZATION: Keep your project materials carefully organized on your table/bench with tools located near the center. Do not pile tools on top of each other. Never allow edged or pointed tools to extend out over the edge of the work area. Close your vise when it is not in use and see that the handle is turned down. Keep drawers and doors closed and cover all paint/mediums and solvents with airtight spill proof lids and containers.

FLOOR SAFETY: The floor should be kept clear of scrap paper/canvas and excessive litter. Keep projects, materials and other equipment you are using out of fire/traffic lanes. Immediately clean up any liquid spills on the floor.

MATERIAL AND PROJECT STORAGE: Store and stack your project work carefully in ASSIGNED AREAS only. If storage is overhead, be sure the material will not fall off. Do not leave anything protruding from the end of the storage racks, especially at or near eye level.

FIRE PROTECTION: Many finishing materials, varnish, thinners, etc. are highly flammable. Others are toxic. Because of this, it is important that these materials be used only in approved areas. In addition, close containers of finishing materials immediately after use. Use flammable liquids in very small quantities. Be sure all containers are labeled. Dispose of oily rags and other combustible materials immediately in approved metal containers. Secure the instructors/technicians approval before you bring any of your own materials/supplies into the studio/shop.

INJURIES: Report all injuries and near misses to your instructor, area Technician or Health and Safety Officer.

ENVIRONMENTAL PROTECTION: All Hazardous Waste must BFA labeled. No hazardous materials are permitted in washrooms. The last person to exit the studio should make sure everything is turned off, lights, water, hotplate etc. When studios are in use, check to ensure the ventilation system is working properly (paper strips.) Good housekeeping should be a priority in every area you work.