# Table of Contents

- ONTARIO HALL BUILDING HOURS ................................................................. 1
- STUDIO USAGE .......................................................................................... 1
- LOCKER USE AND DATES ......................................................................... 2
- END OF TERM CLEANUP AND STORAGE .................................................. 2
- STUDIO FEES AND PAYMENTS ................................................................. 2
- DISPLAY OF ARTWORK IN ONTARIO HALL ............................................. 2
- WHO TO ASK ............................................................................................. 3
- BFA TRIPS .................................................................................................. 3
- BFA PROGRAM DEGREE REQUIREMENTS ............................................... 3
- MARKING .................................................................................................. 5
- FALL TIMETABLE ....................................................................................... 7
- WINTER TIMETABLE .................................................................................. 8
- PEOPLE IN THE FINE ART (VISUAL ART) PROGRAM .............................. 9
- FACILITIES IN ONTARIO HALL ............................................................... 11
- ONTARIO HALL – FOB GUIDELINES ....................................................... 12
- ONTARIO HALL SAFETY REGULATIONS ................................................. 13
- GENERAL STUDIO SAFETY RULES ......................................................... 14
ONTARIO HALL BUILDING HOURS

September – April
Monday – Friday
7:00 am – 11:00 pm
Access between 9:00 pm – 11:00 pm is by FOB only.
Saturday – Sunday
7:00 am – 11:00 pm by fob only.
Closed on statutory and university holidays

May – August
Monday – Friday
8:00 am – 5:00 pm
Saturday – Sunday
CLOSED
Closed on statutory and university holidays

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 AND 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 AND STORAGE

- Anything left in Ontario Hall past the removal deadline becomes the property of the 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 AND PAYMENTS

- Fall Studio Fee Deadline: September 10, 2018
- Winter Studio Fee Deadline: January 11, 2019
- Payment Method: debit or credit only (no cash or cheques)
- There are many costs involved in supplies and consumables that are used commonly by all students in the class. These costs are totalled and divided by the number of students sharing these resources.
- Students will not be given access to studio supplies and materials until studio fees have been paid in full.

DISPLAY OF ARTWORK IN ONTARIO HALL

- 4th years must seek approval of their BFA Faculty Advisor and the BFA Faculty on the floor where their artwork is to be displayed
- 1st – 3rd years must seek approval of their BFA Faculty Instructor in conjunction with the Undergraduate Chair for 2-week display periods
WHO TO ASK

Curriculum – Alejandro Arauz, Undergraduate Chair
Course Issues – Course Instructor/Gordon Smith, Interim Director
Injuries & Safety Concerns – Brian Hoad, Safety Officer
Pests – Brian Hoad, Safety Officer

BFA TRIPS

New York – October 24-27, 2018
This trip is held every year for the second year students, and is a great experience. There’s usually extra room on the bus, so BFA students in other years and art history students may go too. The cost of the trip is approximately $450 per student (4 days and 3 nights). A $250 deposit (given to Administrative Assistant) is required. Students outside the 2nd year will be invited as well. Payment – Deposit due in March 2017 and final payment due September 2018.

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 FineArt 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.

BFA MARKING EVALUATION CRITERIA GUIDE

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

A+  **SUPERLATIVE.** On all levels; technically, conceptually, aesthetically. Risks are taken and are successfully resolved; ideas show high degree of independence of thought and a depth of self-awareness. Ability to accurately self-edit and be self-critical. Quality of work goes well beyond adeptness and technical skills taught to date. Quantity of work shows a strong drive to excel and produce as a professional artist.

A  **EXCEPTIONAL.** This work shows an advanced level of understanding and a professionalism of presentation which makes the work stand out far above the norm. Student shows a strong ability to organize and communicate about their work, showing a profound
understanding of what s/he is doing, and why.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A-</strong></td>
<td><strong>EXCELLENT.</strong> Shows a comprehensive and conceptual knowledge of the area of study undertaken. Shows independence of thought and a strong ability to communicate through the work. Takes chances and experiments to produce work well above the basic requirements. Clearly advanced compared to the norm.</td>
</tr>
<tr>
<td><strong>B+</strong></td>
<td><strong>ABOVE AVERAGE.</strong> Very well done technically, conceptually, and aesthetically with above average knowledge of the area of study. The ability to be self-critical shows a relationship to conceptual understanding. Demonstrates completed work beyond basic requirements.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td><strong>AVERAGE.</strong> Skill level appropriate to the class. Shows independence of thought and a willingness to engage in criticism. Conceptually and aesthetically, works beyond minimal requirements. (The average student in this program works above minimal requirements.)</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td><strong>BELOW AVERAGE.</strong> Has learned the basic skills required, and the quality of finished work illustrates ability to practice these skills. Participates when asked in class criticism and activities. Keeps up with class assignments and produces competent work. Students must achieve at least 65% in the prerequisite programs in 2nd and 3rd year in order to continue.</td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td><strong>MINIMAL.</strong> Some basic abilities are illustrated in the work. Performance is low enough to cause serious concern. Difficulty with communicating ideas, verbally, in writing, and/or in the work. Ideas are undeveloped and possibly derivative. Probationary pass.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>60% is the minimal requirement in all studio courses, and students must have at least a 60% overall average to continue in the program.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>Failure</td>
</tr>
<tr>
<td>COURSE - INSTRUCTOR</td>
<td>SECTION</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| ARTF127  
DRAWING AND PAINTING - ANWEILER | 12 WEEKS  
RM 408, 410 | 12 WEEKS  
RM 408, 410 | 12 WEEKS  
RM 408, 410 |
| ARTF227  
TECHNICAL SKILLS - KENNY | 12 WEEKS  
RM 109 |
| SCULPTURE - SELLARS | 002  
1 - 6 WEEKS  
RM 107/108/111 |
| PRINTMEDIA - KARANOUH | 001  
1 - 6 WEEKS RM 115 |
| PRINTMEDIA - KARANOUH | 002  
7 - 12 WEEKS RM 115 |
| SCULPTURE - SELLARS | 001  
7 - 12 WEEKS RM 107/108/111 |
| ARTF337  
ADVANCED PROGRAMS I |
| PAINTING - AZIZ | 001  
12 WEEKS RM 405 |
| PRINTMEDIA - ARAUZ | 002  
12 WEEKS RM 221 |
| ARTF447  
INDIVIDUAL PROGRAMS I  
-ANWEILER, ARAUZ, AZIZ, HUGHES, SELLARS |

<table>
<thead>
<tr>
<th>WK</th>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
</table>
| 1  | SEPT 10 - 14 | General Meeting  
Monday, Sept 10 1:00 pm  
Ont 114  
1st year WHMIS course  
Tuesday Sept 11 from 12-2pm  
Mac-Comy B-176 lecture room |
| 2  | SEPT 17 - 21 | Visiting Artist, Tsu Lewis |
| 3  | SEPT 26 - 28 | |
| 4  | OCT 1 - 5 | Thanksgiving - Oct 8 *no classes*  
Visiting Artist, Erika Adams  
Public Lecture, Thurs Oct 11 at 4:50  
Sterling A |
| 5  | OCT 22 - 26 | Fall mid-term break - Oct 25 & 26  
New York Trip - OCT 24 - 27 |
| 6  | NOV 5 - 9 | Visiting Artist, Paul Fenniak  
Public Lecture, Thurs Nov 22 at 4:50  
Sterling A |
| 7  | NOV 12 - 16 | |
| 8  | NOV 19 - 23 | |
| 9  | NOV 26 - NOV 30 | CLASS ENDS - NOV 30 |
# WINTER TIMETABLE

## WINTER COURSES

<table>
<thead>
<tr>
<th>COURSE - INSTRUCTOR</th>
<th>SECTION</th>
<th>MONDAY 11:30 - 2:30</th>
<th>TUESDAY 11:30 - 2:30</th>
<th>WEDNESDAY 11:30 - 2:30</th>
<th>THURSDAY 2:30 - 5:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTF128</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTRODUCTORY FINE ART II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2D FUNDAMENTALS - ANWEILER</td>
<td></td>
<td>1 - 6 WEEKS RM 114</td>
<td>1 - 6 WEEKS RM 114</td>
<td>1 - 6 WEEKS RM 114</td>
<td>1 - 6 WEEKS RM 114</td>
</tr>
<tr>
<td>3D FUNDAMENTALS - MOONLIGHT</td>
<td></td>
<td>7 - 12 WEEKS RM 114</td>
<td>7 - 12 WEEKS RM 114</td>
<td>7 - 12 WEEKS RM 114</td>
<td>7 - 12 WEEKS RM 114</td>
</tr>
<tr>
<td>ARTF228</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTERMEDIATE FINE ART II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAINTING - AZIZ</td>
<td>001</td>
<td>12 WEEKS RM 405, 408</td>
<td>12 WEEKS RM 405, 408</td>
<td>12 WEEKS RM 405, 408</td>
<td>12 WEEKS RM 405, 408</td>
</tr>
<tr>
<td>ARTF338</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVANCED PROGRAMS II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAINTING - WINTON</td>
<td>002</td>
<td>12 WEEKS RM 221</td>
<td>12 WEEKS RM 221</td>
<td>12 WEEKS RM 221</td>
<td>12 WEEKS RM 221</td>
</tr>
<tr>
<td>SCULPTURE - SELLARS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTF44B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDIVIDUAL PROGRAMS II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-ANWEILER, ARAUZ, AZIZ, SELLARS, WINTON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## WINTER TERM DATES

<table>
<thead>
<tr>
<th>WK</th>
<th>DATES</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JAN 7 - 11</td>
<td>CLASS BEGINS - Jan 7</td>
</tr>
<tr>
<td>2</td>
<td>JAN 14 - 18</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>JAN 21 - 25</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>JAN 28 - FEB 1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>FEB 4 - 8</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>FEB 11 - 15</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>FEB 18 - 22</td>
<td>FAMILY DAY - FEB 18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>READING WEEK - FEB 19 - 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* no classes *</td>
</tr>
<tr>
<td>8</td>
<td>MAR 4 - 8</td>
<td>KVA Artist-in-Residence, Kim Dorland</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Feb 24 - Mar 9, OH 408</td>
</tr>
<tr>
<td>9</td>
<td>MAR 11 - 15</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>MAR 18 - 22</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>MAR 25 - 29</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>APR 1 - 5</td>
<td>CLASS ENDS - Apr 5</td>
</tr>
</tbody>
</table>

### FAMILY DAY - FEB 18

- Kwaner Artist, Kim Dorland, Public Lecture, Feb 26 at 11:30-1, Ellis Hall Auditorium
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 an 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 ARTF127 – Foundation I; Instructor ARTF128 – Foundation II

Alejandro Arauz is a term faculty member who teaches creative printmaking with an emphasis on lithography and serigraphy. He graduated from the University of Windsor, with a BFAH in drawing and painting and completed his MFA in Studio Arts and Printmaking at Louisiana State University. He taught printmaking in the Fine Art (Visual Art) Program at Queen's University, Nipissing University, OCAD University, University of New Mexico, Santa Fe College and Louisiana State University. Alejandro is knowledgeable in all areas of printmaking, including intaglio, lithography, relief, and silkscreen. He is also well versed and engaged in all matters related to digital and new technologies relevant to print media. His latest explorations utilize the visual advantages and emotive possibilities in creating hybrids between traditional and digital technologies. His unique methodology and practice draws particular attention to conceptual parallels between printmaking and the human body.

- Undergraduate Chair; Instructor ARTF337 and ARTF338 – Print Media

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 ARTF337 – Paint Media; Instructor ARTF228 – Paint Media

Kathleen Sellars is a permanent faculty member who teaches sculpture and new media in the
Jan Winton has a 30-year practice in Printmaking and Painting. Her background began with illustration, drawing, painting and printmaking (University of Waterloo); Painting and Printmaking; (Caulfield Institute, now part of Monash University, Melbourne, Australia) The Toronto Art Therapy Institute; and Open Studio, Toronto: (Etching, Serigraphy, Lithography). Jan experiments with blended techniques that incorporate found images, hand drawing and painting, with her photographic works, to produce images full of paradox and double meanings. Her work illuminates the fragile nature of subjectivity, unconscious perception and social interpretation. Repositioning historical and borrowed with her original photos, drawings and themes, Winton asks the viewer to reconsider how they might re construct their own views, given the chance.

- Instructor ARTF338 – Print Media

TECHNICIANS

Brian Hoad is the 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.

Ryan Laidman is the Print and Sculpture Technician.
Sculpture Technician
Ryan supports class in the Sculpture studio on the first floor, as well as 4th Year students in the Sculpture area. Ryan maintains the sculpture studios and Metal shop. He is available to monitor students who are having difficulty with equipment. Ryan does not teach but he can advise students who are having difficulty with equipment and processes and distribute course materials and equipment for loan.

Printmedia Art Technician
Ryan supports class in the Printmedia studios on the first and second floors, as well as 4th Year students in the Print area. Ryan maintains the Print studios and is available to help students who are having difficulty with equipment and to assist in moving lithography stones, etc. Ryan does not teach but he can advise students having difficulty.

Patty Kenny is the Art Technician who can be found most afternoons in the wood shop. She is also your instructor for the Technical Skills & Materials course. She is a licensed carpenter who has been working in the trade for over 20 years. Patty teaches at St. Lawrence College and in the technical departments of various local high schools. She holds two degrees from Queen's: BSc (Honours) and a BEd. She loves her job here and we feel very lucky to have her with us. Her motto is “Born to Build”!

Troy Leaman is the 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

Levanna Schonwandt is the Administrative Assistant. She is your primary contact in the BFA Administrative Office (Ontario Hall, 211). Monday to Friday 8:00 am – 11:45 am and 1:00 pm – 3:45pm.

FACILITIES IN ONTARIO HALL

WOOD & METAL SHOPS
There is a well-equipped wood shop and a metal shop where students can work with gas, arc, MIG welding, or plasma-arc metal cutting. However, for safety reasons the wood shop is not available to students until they take the Technical Skills Course in first-year, and the metal shop
may be used only after students have taken the welding course in second-year. Patty Kenny works in the afternoons to help students from all years with technical problems. She will ensure students are using equipment safely and properly.

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 PRINT LAB
Room 215 Ontario Hall
A room with several high-end iMacs, digital scanners, inkjet and laser printers and a paper trimmer. The DMPL is open Mondays, Tuesdays, Wednesdays and Fridays from 11:30am to 2:30pm and on Thursdays from 2:30pm to 5:30pm. Students must use the facilities during these hours.

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 211 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 11 p.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 Levanna Schonwandt - ext: 36166, 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 art work 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. It is forbidden to use electric kettles or cooking rings in the studios. Consumption of food or drink is not allowed in the studios. The BFA Lounge (OZONE) is for consuming food and drink and will only continue to be, if the area is kept clean. A garbage can and recycling can are provided to take care of trash.

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 air tight 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 be 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.