

DAS Studio Culture Guide

Working in a shared studio setting is a unique benefit of architectural education. Together with providing a convenient workplace for individual and collective activities, the studio environment enhances the educational experience by creating opportunities for informal learning, productive socializing, collaboration, and co-creation. Students learn as much from one another as they do from their professors, so students are encouraged to work in the studio as much as possible, to take an active interest in one another's work and success, and to share responsibility for maintaining a tidy, supportive, and inspiring space that is inclusive, **functional and fun**.

The following points provide guidelines for upholding a safe and supportive studio environment.

Community Behaviour

- **Respectful Environment:** The studio is primarily a place of work. Students must be considerate of others, respect different ways of learning and desires for concentration, and avoid disruptive or loud behaviour. Likewise, faculty members, staff and guest critics are expected to uphold respectful conduct and demonstrate constructive critical commentary.
- **Music:** Music is typically restricted to headphone use only.
- **Food and drinks:** Students may eat in the studio, but strong-smelling food items should be avoided. To ensure hygiene and avoid pests, food waste, including take-out containers and coffee cups, must be disposed of immediately after in bins outside the studio. Snacks must be kept in closed containers. Crumbs and spills should be cleaned promptly.
- **Socializing:** Appropriate socializing among students in the studio is encouraged, but loud group activities should take place outside of the studio.
- **Sleeping:** Students are *not* encouraged to sleep in the studio. Evidence of students sleeping or living in the studio will be reported as health and safety concerns.
- **Student Lounge** (ARC402c) is available for relaxation and student socializing.
- **Wellness:** an ACU-run quiet space (ARC402G) is available for wellness and prayer.

Workspace Maintenance and Cleanliness

- **Workspace:** Students are expected to work in their designated space, maintain their own clean workspace, and contribute to maintaining the tidiness of the overall studio, group work areas and adjacent break-out review spaces.
- **Storage:** Personal items should be kept in storage lockers. Materials left out should be labeled or kept orderly at one's own workstation. Models and larger materials may be stored in designated storage areas. Improperly stored items can become safety concerns and tripping hazards. Materials left in non-designated areas may be disposed of.
- **Material Re-use and Recycling:** Students should be resourceful to minimize waste. ACU maintains carts for reusable materials (ie. *clean* cardboard, MDF & wood offcuts). Anything with glue/paint/adhesive, or other contaminants, must be treated as garbage, not reuse.
- **Waste Management:** Students must use the waste receptacles (located outside of the studio) for all organics, recyclable containers, mixed paper, and landfill items. See TMU's [What Waste Goes Where](#) guide to help ensure you put waste in its proper place.
- **End of Term Clean-up:** Students must remove all personal belongings from the studio and store their models (for the Year End Show) in designated locations at the end of term by the posted deadlines. At the end of the fall term, students may keep personal items in a locked and labeled locker for reuse in the winter term.

Access, Security and Safety

- **OneCards:** Students ID cards are programmed to provide access to their own studio. Access to the quiet space (ARC402G) is via the second year studio (402A). Non-second year students may gain access to the quiet room by request to the Dept. Assistant.
- **Non-DAS students:** Studios are intended for use by DAS students only. Any guests should be accompanied by students, and visits by non-students should be minimal and brief (for instance, helping to carry a model/supplies). Propping open secure doorways is forbidden.
- **Operating Hours:** Studios are open by OneCard access 24/7. TMU security makes nightly checks on the building. Students working late are encouraged to work with buddies, and be aware of their surroundings and how to contact Security, if needed.
- **First-Aid Kits:** First aid kits are available in studio support areas (300K, 400L & 402D). Report injuries to the DAS main office, or, for emergencies, call TMU Security and/or 911.
- **Theft Prevention:** Keep unattended personal belongings in locked cabinets and report thefts to the DAS main office and TMU Security. See the [TMU Theft Prevention website](#).
- **Safety:** TMU's [Community Safety and Security page](#) provides useful resources. Students are encouraged to download the [TMU Safe app](#), and make use of the [WalkSafe Program](#).

The following items are *not* permitted in studio:

- *Microwaves, Kettles, Toasters, hotpots (or other electronic cooking implements)
 - Bicycles, scooters, etc.
 - Large personal furniture
 - Large power tools (small drills may be permissible).
 - Spray paints, spray adhesives or any flammable liquids or hazardous materials
 - **Space heaters
 - Sleeping bags
- * A microwave and kettle are available in the fourth floor **student lounge** (ARC402c). Kettles are also in the studio support areas (400L and 300K).
- ** If you notice maintenance concerns or heating/cooling issues, please submit a [Fix-It request](#), including room # and studio area. Fix-It supports all community members, including students.

Relevant TMU Policies

- [Environmental Health and Safety \(EHS\) System Policy](#): promotes a safe and healthy work, learning, and research environment for the entire University Community.
- [Policy 61: Student Code of Non-academic Conduct](#): outlines expectations for respectful conduct. Non-compliant behaviors include vandalism; violence and/or threats of violence; and harassment, such as unwelcome remarks, actions or contact. Policy 61 intersects [Student Wellbeing](#); [Community Regulations](#); and TMU's [Sexual Violence Policy](#); [Discrimination and Harassment Prevention Policy](#); and [Respectful Workplace Policy](#).

Concerns and Contacts

Depending on the issue, concerns about the studio environment should be reported to the studio instructor and/or coordinator; student ACU reps; the DAS Chair's office via the Dept. Assistant, Bridgette Dalima ; [Department Safety Officer](#), Jordan So ; TMU's [Facilities Help Desk](#) (Fixit); or [TMU Security](#) (416-979-5040) available 24/7. **For Emergencies, contact 911.**