



FCAD OPEN SPACE - IMA 117/117A POLICIES AND PROCEDURES

Overview

Open Space is a production facility available to FCAD students, faculty, staff, and Zone members to develop, create, fabricate, assemble and test multi media projects, with the assistance and consultation of technical staff. It is accessible on a drop-in basis and for short-term projects.

2. Contact Information

Ramona Pringle – Director, The Creative Innovation Studio ramona.pringle@ryerson.ca

Janice Carbert – Operations Manager, School of Image Arts jcarbert@ryerson.ca Ext 6844

Sarah Shelson – Manager, The Creative Innovation Studio sshelson@ryerson.ca Ext 543309

Joseph Lammirato - Project Space Technician joseph.lammirato@ryerson.ca Ext 544441

3. Hours of Operation:

Monday – Friday: 8am – 10pm (Technician on site 8am – 4pm)

Saturday: 8am – 6:30pm (No technician on site)

4. Access

- Open Space is for FCAD students and Zone members on a drop-in basis, for individuals and groups, for curricular purposes
- It is not bookable except for assigned space, pending availability.
- Critiques of individual works in progress can be accommodated with advance notice.
- Large scale, Zone and group projects are to be reviewed by staff to ensure availability and accommodation.
- The Assigned Space Expectations form details parameters and is to be signed prior to access being granted.

Procedure to request card access

- All users are required to have an orientation, either in class or individually with the technician, prior to receiving access.
- Orientations can be arranged through the Technician, joseph.lammirato@ryerson.ca
- All users will be required to complete the Open Space Operations Agreement.
- A One Card is necessary to access the Space through the east entrance card reader during posted hours of operation.
- For individuals, provide student or employee number to Janice, jcarbert@ryerson.ca, along with program, year of study and end date of project.
- For groups or classes, complete the One Card Access Mass Programming Request template, including each student's name and student number, and submit to Janice.
- Cards will be programmed by the One-Card office. Please allow two business days for completion. You will be notified by email.

5. Zone Support

- All the above access procedures apply.
- To be arranged between Zone Directors and Managers
- Administrative activities to be conducted off-site.

6. Security

- All users are responsible for the security of their own work and personal belongings while using Open Space. FCAD cannot take responsibility for lost, stolen and/or damaged materials and FCAD equipment.
- Users accept full responsibility for loss, theft or damage to equipment on loan in their name and will cover the cost for the repair or replacement of equipment as determined by operational requirements and up to the Ryerson University insurance deductible.
- Limited secure storage is available on a short term basis for work in progress
- Do not leave your belongings unattended at any time

7. Floor plans/ loading dock access and procedures

- The Open Space facility is located on the first floor of IMA.
- For floor plan, visit the IMA website at http://www.imagearts.ryerson.ca/?page_id=289
- Entry into the building is through the main IMA doors or the south doors with an access card. Delivery of materials is through the east doors into the facility on the first floor of IMA.
- For large deliveries, the IMA loading dock can be accessed by arranging to use a key and access card from the IMA Cage.
- Items can be directly moved from the dock area into the south doors or through the west corridor around to the east side ramp if necessary.

8. Resources

Tools will be locked when the Technician is not present. Access to tools is approved upon training.

- Spray booth
- Access to a carpentry workshop
- Wide selection of hand tools
- Multi-purpose wall space
- Ceiling grids to suspend work
- Compressed air
- Several work tables
- Under table and locked storage
- Clean space for finishing, including paper cutter and cutting mat
- Track lighting along wall

9. Health and Safety

- Access to tools is approved upon training by technical staff.
- Note that some tools may only be used in the presence of the technical staff.
- Only use equipment on which you have had training.
- Personal Protective equipment (PPE) is required where necessary (ie closed toed shoes at all times in fabrication area, safety glasses)
- Spray booth SOP is posted.
- Use available ladders when installing or hanging work. Do not stand on chairs, stools or tables.
- Only use the specified unistrut for suspending work. Do not hang items from other overhead pipes.
- Report any damaged or broken equipment immediately to a technician.
- Keep your work area clean - clean up all materials and space when you leave.

Global Learning Centre

1. Overview

GLC is bookable for International curriculum courses and student access - expand

2. Contact Information

Ramona Pringle – Director, The Creative Innovation Studio

Sarah Shelson – Manager, The Creative Innovation Studio, sshelson@ryerson.ca Ext 543309

3. Technical Support

Kevin Cordick, FCAD Facilities Support Technician, edc.fcad.ryerson.ca, Ext 2167

4. Hours of Operation and Scheduling

Google calendar to view bookings in IMA 117 and 118

imarooms@imagearts.ryerson.ca

4. Access

Copy from above

5. Security

- All users are responsible for the security of their own work and personal belongings while using the Global Learning Centre. FCAD cannot take responsibility for lost, stolen and/or damaged equipment.

6. Resources