

Graphics and Printmaking department

House rules, 12th February 2019

1. Access to the workshops

From the second semester students have the opportunity to take advantage of the workshops also in the absence of teachers. Students with a work permit can borrow a key to the rooms. The key is obtained upon presentation of a student ID and signature in the logbook of each of the porter. Who has signed for the key, must return it again to the porter. This person is responsible for both the key, as well as compliance with the house rules in the respective rooms.

For non-compliance the work permit will be revoked. If you lose the key, an immediate notification to the Department must be made. The cost of replacing the key must be born by the student who signed for it.

After graduating, the continued use of the workshops is not permitted.

2. Leaving the workshops

Before leaving the rooms, all electrical equipment must be switched off. The windows must be closed. The water must be turned off (in the screen printing room directly on the cable). The door must be locked and the key must be returned to the porter.

3. Alarm

See attached safety instructions!

In an emergency, please contact immediately fire, ambulance or police, then the porter at VZA7: 01/711 33 3200 and our staff!

Important telephone numbers

Fire department 122
Police 133
Rescue 144
Emergency doctor141
Ambulance 52144
Poison control centre 4064343

	Telephone number/direct dialling	Mobile numbers for emergency cases
Secretary Karin Regner	+43 1 711 33/ 6201	0699/17232831
Porter O.K. Platz	+43 1 711 33/ 2200	
Portier VZA7	+43 1 711 33 / 3200	0664/8260743

4. Occupational safety

For safety and reasons of insurance, during the absence of a teacher it is only allowed to work in the workshops, when a second person is present. In the etching chamber as well as in the screen-printing workshop there is a first aid eyewash.

Appropriate safety clothing (goggles, gloves, etc.) must be observed.

Any damage to machinery and equipment must be communicated to the Department immediately.

5. Cleaning tissues

Because of the danger of spontaneous combustion of the tissues, they always have to be stored in the designated containers. These containers must be tightly closed.

6. Working places

Students who are going to make diploma have priority for a fixed workplace. For exhibitions or the time of the entrance exam, the workplaces must be vacated.

All working places have to be cleaned afterwards. Any contamination should be removed and the waste has to be disposed of.

It is possible to use the black “flight cases” for a deposit of 20 euros as well as a drawer. If you want one, please contact Karin.

7. Working materials

Each student is responsible for the basic equipment necessary to work and for bringing it every time. The following list is intended to serve as a basis:

- Ruler
- Scotch tape
- Several pencils (6H – 2B)
- Scissors
- Cutter
- Eraser
- Ink, drawing and steel spring
- Own tools for the respective graphical techniques (woodcut set, steel needle, steel polishing, felts, etc.)

The department offers the possibility to buy selected papers, films and other supplies at wholesale prices. The price list is in the office.

8. Entrance

Opening hours OKP + VZA7 main entrances: daily 8:00 – 22:00 o'clock with concierge service, also on the weekend and during holidays. During this time the studio (room 102) is open.

Each member of university (staff + students) gets ONE person-assigned admission card including pre-programming for the authorized doors.

Unfortunately the admission cards do not work for the studio doors at the moment. So if you need to enter the studio when it is closed (22pm till 8 am), you can get a guest card from the porter at VZA7. But you have to pick it up before the porter is leaving at 22pm and bring it back on the next day.

Please report any loss of access cards or keys immediately to the Department of Building Technology & Security, thank you.

9. WLAN

“Eduroam” WLAN can be used in the VZA7. The username is your studentnumber@uni-ak.ac.at with the s before and the respective password.

10. Printouts

Large format prints and films may only be made jointly with teachers. For printing documents up to A3 a printer is available in the tea kitchen (next to the elevator on the 1st floor). There you can book money on your ID card for printing.

11. Glasses, etc.

The dishes and glasses in the rooms/ workshops must not be removed from these and are strictly for food and beverage use.

Who wants to use the dishwasher in the tea kitchen, must pick up his/her dishes the next day from there.

For colours, etc. enough jam jars are available in the hanging cabinet in the studio. Everyone has to remove empty bottles by him/herself.

12. Smoking ban

A complete smoking ban exists on all areas of the department.

Smoking is only allowed on the street or at the terrace on the 2nd floor.

Safety instructions

Correct behaviour in case of fire

Prevent fires



Fire, open light and smoking are prohibited!

Conduct in case of fire

Keep calm

Report a fire



Fire department **122**

WHO is reporting?

WHAT happened?

HOW many are affected?

WHERE is something happened?

WAIT for answers!

Seek shelter



Warn endangered persons

Take helpless people

Close doors

Do not use elevators

Extinguish fire



Use Fire extinguishers

Fire in the department:

See “Correct Behaviour in case of fire”

Handling Fire extinguishers:

1. Bring fire extinguishers to the place of fire
2. Remove the fuse pin
3. Hold the hose firmly in the hand (strong pressure)
4. Press trigger until fire is extinguished

Smoking ban: Smoking is strictly forbidden in all rooms!

Accident:

1. Give first aid – there are first aid kits in the workshops as well as on the corridor of 1st floor near the elevator.
2. Alert the rescue **144**

Electrical accident

1. Interrupt the circuit (pull the plug, switch off the fuse)
2. If not possible, pull the affected person away from the power source using non-conductive tools (blanket, wooden handle).
3. Alert the ambulance **144**
4. Even if no acute injury is present – go to the hospital to investigate possible cardiac arrhythmias.

Storage/handling of chemicals

- Chemicals must only be kept in original containers – never in food containers – Danger of poisoning!
- In case of eye injury – use eye rinse (in the etching room and screen print workshop)
- Wear protective clothing (gloves, eye protection,...)
- No cleaning agent may be used in the etching room – risk of chemical reaction

Confirmation

With my signature, I acknowledge that I understand the above mentioned content (page 1-6), of version 12th February 2019, was informed about the dangers and comply with the house rules and safety instructions.

Name in block letters	Date	Signature