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## REQUEST TO INSTALL STUDENT ARTWORK

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Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Class: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Emily Carr email : \_\_\_\_\_@ecuad.ca

Date(s) of Installation: \_\_\_\_\_ Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_

Area where Artwork is to be installed: Level: \_\_\_\_\_ Quadrant and Room #: \_\_\_\_\_

**PLEASE NOTE: THE TIMES YOU BOOK A ROOM MUST INCLUDE YOUR SET-UP AND TAKE-DOWN TIMES**

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### FOR SCHEDULING OFFICE USE ONLY:

The above location has been booked through the Scheduling Office for this installation during the designated period of time.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Description of Artwork to be installed including weight/dimensions:

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DIAGRAM

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### FOR INSTRUCTOR USE ONLY:

I acknowledge that this installation has been discussed with the student and I am aware and have discussed with the student the scope of the project including materials, and any impacts/disruptions on the building including rooms and furniture.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### FOR FACILITIES USE ONLY:

Date of Approval: \_\_\_\_\_

Post installation inspected by Facilities: \_\_\_\_\_ Inspected by: \_\_\_\_\_

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## HOW TO PROTECT AND RESTORE COMMON SPACE

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### PLEASE NOTE:

- **The University is not responsible for loss, theft or damage to students' work. This includes work that may be damaged as a result of computer failure or faulty equipment.**
- **All areas are to be restored to their original condition. All areas will be inspected once installations are removed. Taking pictures of a space prior to installation is an easy way to establish a baseline for restoration, but if you are unsure of what needs to be done to restore a particular space, please contact Facilities.**
- **All areas must be restored at the time of take down. Be sure to include time for this task when booking the space.**
- **Failure to comply with this requirement will result in the student being charged for any work and materials needed to fix the area, and may affect any approval of future room/installation booking requests.**
- **Tool and paint supplies are available through the Tool Checkout + Resale Materials. Guidance for filling, sanding, or painting is available from your Studio Technician.**

### DO NOT PAINT:

WOODEN BEAMS	BASEBOARDS	SWITCH PLATES
METAL BEAMS	DOOR JAMBS	THERMOSTATS
FLOORS & CARPETS	CEILINGS	FIRE PULL STATIONS/BELLS
THERMOSTATS	METAL CORNER GUARDS	AIR DUCTS
DOORS & WINDOWS	LIGHTS & LIGHT FIXTURES	ROOM NUMBERS
ELECTRICAL OUTLETS	TELEPHONES	FIRE EXTINGUISHERS

### DO NOT INSTALL ARTWORK IN THE FOLLOWING AREAS:

- in the elevators
- from overhead pipes, beams, ventilation pipes, sprinkler heads or light fixtures
- on or above doors or on door glass
- in front of doors, windows, or fire exits
- in stairwells, or washrooms, or the student lounge/cafeteria
- **No candles**, flames or burning of any kind
- Fire extinguishers are not to be removed/tampered with
- Any screws, nails, staples or hooks used during installation are to be removed afterward
- Fasteners (screws, nails, etc.) cannot exceed 30mm in length
- Fasten artwork only to walls that are plywood-backed. OK to use masking tape or painter's tape on any walls
- Do not cut, drill, nail or use fasteners on beams, posts, concrete floors/walls etc.
- Electrical outlets, door jambs and baseboards etc. must be masked over with tape and paper before painting. Do not remove switch covers or electrical outlet covers
- When painting use drop sheet to cover floor and carpeting
- Do not use glue or felt pens on walls or other surfaces
- For 3D work, ensure that there is clearance of at least 5 feet around one side to allow safe passage for people in the area of your work
- Also, for 3D work, be sure that there are no pointy parts at eye level that could injure people as they pass by