

# REQUEST FOR ACCESS

## SHOPS + STUDIOS FALL 2020

To ensure the safety of our community, those seeking access to shops + studios will agree to adhere to scheduled work days and times, provide and wear personal protective equipment, perform daily health self-checks, and stay away from campus if not well. The university will provide re-orientation to the requested area including updated safe work procedures, COVID-19 safety awareness training, as well as provincial health updates which may affect terms of access. Access will be restricted to required areas for successful completion of project. Comprehensive original technical instruction may not be possible, and certain aspects of project may be pivoted to alternate production modes to expedite completion. Given the evolving nature of the COVID-19 public health emergency, access interruptions may occur outside of this agreement. Please fill this form using Adobe Acrobat for best results.

### TO BE FILLED BY USER

FULL NAME:

EMILY CARR ID:

EMILY CARR EMAIL:

ALTERNATE EMAIL:

REQUESTED ACCESS START DATE:

REQUESTED ACCESS END DATE:

ECUAD STANDING:

- UNDERGRADUATE
- MASTER'S / LOW-RES
- MASTER'S / FULL-RES
- FACULTY
- RESEARCH
- STAFF

PROGRAM AREA:

- FOUNDATION
- BACHELOR OF FINE ARTS
- BACHELOR OF DESIGN
- BACHELOR OF MEDIA ARTS
- MASTER OF FINE ARTS
- MASTER OF DESIGN

REQUESTED PRODUCTION AREA(S):

- ANIMATION (2D/3D/STOP MOTION)
- CERAMICS\*
- DIGITAL FABRICATION LAB (LASER/3DP/CNC)\*
- FLEXIBLE MATERIALS (MOLD MAKING/CASTING)
- METAL (SHOP/FOUNDRY/FORGE)
- MOTION CAPTURE/AR/VR
- PHOTO (WET LAB/DIGITAL)\*
- PRINT MEDIA\*
- PRODUCTION/SOUND STUDIO
- SOFT SHOP (TEXTILES)
- WIP LAB (ELECTRONICS)\*
- WOOD SHOP

\* Areas subject to paid access or fee for service.

YEAR OF STUDY:

- 1<sup>ST</sup>
- 2<sup>ND</sup>
- 3<sup>RD</sup>
- 4<sup>TH</sup>

STUDIO COURSE NAME:

ONGOING FACULTY / SUPERVISOR SUPPORT NAME:

HAVE YOU CONSULTED A TECHNICIAN?

- NO
- YES

TECHNICIAN NAME:

HAVE YOU COMPLETED REQUIRED AREA ORIENTATIONS?

- NO
- YES
- UNSURE

DETAILED PROJECT DESCRIPTION INCLUDING SCALE, VOLUME, MATERIALS EQUIPMENT, PROCESSES AND ANY SPECIFIC DEADLINES (ATTACH ANY DRAWINGS/SKETCHES):

**ANTICIPATED TECHNICAL SUPPORT:**

**ESTIMATED TOTAL PROJECT HOURS:**

**CURRENT STATUS OF PROJECT:**

- EARLY PROTOTYPE  
 IN PROCESS  
 FINAL FABRICATION

**SKILL LEVEL IN RELATION TO TECHNICAL REQUIREMENTS OF PROJECT:**

- BEGINNER  
 INTERMEDIATE  
 ADVANCED

**WHERE DIRECT TECHNICAL SUPPORT IS REQUIRED, INDICATE YOUR WEEKLY AVAILABILITY:****MONDAY**

- MORNING  
 AFTERNOON  
 EVENING

**TUESDAY**

- MORNING  
 AFTERNOON  
 EVENING

**WEDNESDAY**

- MORNING  
 AFTERNOON  
 EVENING

**THURSDAY**

- MORNING  
 AFTERNOON  
 EVENING

**FRIDAY**

- MORNING  
 AFTERNOON  
 EVENING

**SATURDAY**

- MORNING  
 AFTERNOON  
 EVENING

**SUNDAY**

- MORNING  
 AFTERNOON  
 EVENING

**COMPLETE THIS SECTION FOR PAID ACCESS REQUESTS**

*Paid access fees range from \$50 - \$85 per area. Fees cover consumable materials and equipment use for one term. Access fees for hybrid courses have been waived; access fees for Master's students are built into tuition payments. Necessary pre-requisites and knowledge of techniques/processes is required, as complex instruction to new processes may not be possible. Upon approval, you will be provided with an invoice to be paid through Finance.*

**IDENTIFY THE SPECIFIC AREA YOU ARE REQUESTING ACCESS TO:****CERAMICS**

- SLIP CASTING  
 THROWING  
 HAND BUILDING  
 CLAY PRINTING  
 DECALS  
 MATERIAL EXPLORATION

**PRINT MEDIA**

- INTAGLIO  
 SILKSCREEN  
 LETTERPRESS  
 RELIEF  
 LITHO  
 BINDERY

**PHOTO**

- DARKROOM  
 FILM LAB  
 DIGITAL LAB  
 PHOTO STUDIO

**LIST RELEVANT PREVIOUS COURSEWORK (INCLUDE COURSE MNEMONICS):**

**TO BE FILLED BY TECHNICAL SERVICES****TECHNICAL SERVICES ACCESS DETAILS, INCLUDING TECHNICAL SUPPORT:**

**ADDITIONAL SERVICES / EQUIPMENT NEEDS:**

- MEDIA RESOURCES

*Please email at least a week in advance to identify equipment needs and to schedule pickup. [mediaresources@ecuad.ca](mailto:mediaresources@ecuad.ca)*

- DIGITAL OUTPUT CENTRE (DOC)

*Please email at least a week in advance to begin coordinating digital output needs. All printing consultations will be done virtually with contactless pickup of completed output. [doc@ecuad.ca](mailto:doc@ecuad.ca)*

- TOOL CHECKOUT

*Please email at least a week in advance to reserve tools. [toolcheckout@ecuad.ca](mailto:toolcheckout@ecuad.ca)*

**ORIENTATION SCHEDULED FOR**

**ACCESS START DATE**

**ACCESS END DATE**

**TECHNICAL SERVICES APPROVER**

**STUDENT SIGNATURE**

**DATE**