

## **Graphic Design Guidelines and Policies Pennsylvania College of Art & Design**

**The following policies and guidelines must be read, signed and returned to the instructor by the student prior to the student's access to facilities on campus.**

### **General Policies and Procedures**

- Conscientious, thoughtful and attentive behavior is requested at all times. Respect fellow students, monitors, faculty and facilities.
- Each person is responsible for maintaining his/her own work area. This includes removing trash and debris (whether or not it is yours) and putting away all equipment and supplies in their proper places. In other words, leave your work area neat and orderly regardless of how you found it.
- No cutting of matte board or paper is permissible on desktops in classrooms or workstations. Use the self-healing boards found in the print lab or Room 206.
- Use of spray adhesive must be done at the spray booth found on the second floor. Always turn on the fan and let it run several minutes after completion. Remember to turn the fan off.

### **Safe Storage Practices**

- Departmental flammables will be stored by faculty in yellow flammable material locker inside Rm 310.
- All flammables must be labeled with name, date

### **Proper Disposal of Xacto blades**

- Dispose of Xacto blades in the yellow, blade disposal containers found throughout the building.