

## END OF QUARTER STUDIO CLEAN-UP POLICY

At the end of each quarter:

- Students must remove **all** personal belongings and materials from studios.
- Remove locks and completely empty rolling carts.
- Refrigerators and freezers must be completely **emptied and cleaned**.
- All trash must be removed from desks, kitchen sink areas and floors.
- Floors must be completely cleared all of trash before custodians can clean the studios.

**Please clean your studio space by no later than 9:30 am on the Monday following finals week.**

If studios are not cleaned thoroughly by the deadline, **a hold** will be placed on the academic records of **all studio participants**. Students will not be able to register for classes while there is a hold in place.

### Clean-up notes:

- Please recycle as much material as possible. The university will supply large recycling bins throughout the building. Do not put non-recyclable materials in the bins or the recycling bags in studio. Do not over-stuff the recycling bags.
- The college will supply a demolition dumpster on the loading dock during the final week of studio. Please throw all of your non-recyclable materials in this dumpster. If the dumpster begins to get too full, contact Meegan Amen in the Dean's Office at [meegan@uw.edu](mailto:meegan@uw.edu) or 616-2439 so she can order a new dumpster. Do not fill the dumpster any higher than the rim. It must be level or Solid Waste will not empty it.
- Do not over-fill the garbage cans in the studio. If your garbage will not fit easily in the can, bring it to the dumpster.
- Do not leave anything in studio weighing more than 30 lbs. (including, bags of plaster, concrete or heavy models and model bases). Custodians are not permitted to move objects weighing over 30 lbs.
- Make sure the stool and rolling cart you signed out at the beginning of the quarter are still in the studio before you leave for the break.
- If you will be using the same studio next quarter, placing material on a desk does not secure a reservation for that desk. Desk selection will be coordinated by studio faculty (or by lottery for thesis) at the beginning of the quarter.

If you have concerns or questions about custodial issues, please address them to Rick Mohler, Rob Peña or Meegan Amen, not the custodial staff in the building.