Grad House Rules

- Please be respectful and polite about other's space and time.
- According to fire code: Door to lab area must remain closed.
- Fire code: No temporary cables on floor – unless actively printing/cutting.
- Fire code: Absolutely no spraying of toxic or aerosol materials or harmful fumes.

The design house computer lab is being converted from a computer lab to a peripherals lab. The computers in the design house are all past rotation and are therefore "unsupported"

The department will support 2 machines which will act as "print machines"

While the computers do exist please note the following:
- Please share computers. 12 Students, and 8 computers
  - No particular computer belongs to any particular student.
  - All computers have the same software.
- All personal content should be stored on D drive, server, or portable hard drive.
  - C drive will be erased periodically. Especially as errors occur.
  - Backup and save often. Anything you put in show shares should have a backup.

- All main floor spaces are PUBLIC spaces and should be treated as such.
  - Please keep clean. Janitors can't tell the difference between projects and trash, so they will leave both, if questionable. *They will never throw away objects not in a trash can.*
  - Work can take place in public spaces, as long as the space is clean at the end of every day. Absolutely no leaving a project out for days on end until the project it is "done".
  - No personal items in public spaces, unless you are actively with those items.
  - No spray painting should happen in computer lab or conference space

- Facilities issues: Contact Susan McMillan smcmill9@utk.edu 865-974-5659
- IT Issues: Contact Joe Payne (801) 502-7256 jpayne32@utk.edu
  - Or contact Mark Spurlock spurlock@utk.edu
  - Or contact Nevena Prodanovic nprodano@vols.utk.edu

- Contact Joe or your advisor for non-facility related house requests/issues that may require funds. There is a small classroom/house budget that we are willing to spend.
- Please look through the documents found at http://theatre.utk.edu/handbook for policies and procedures. They can also be found on the S: Drive under Resources > Manual
- All art touchpads and other community peripherals must be returned after use and kept in the kitchen closet.
- Please wash your own dishes. We do not have a staff to do so.
- Please remove your old food from the fridge. We do not have a staff to do so.
- Please check the doors if you are the last one out. Keep the exterior doors locked at all times except when actively on the porch.

Grad House lab supervision: 2 hours per week.

- Coordinate all cleaning/straightening of public spaces.
    - Coordination of cleaning computer room
    - Coordination of cleaning paint porch
    - Coordination of cleaning conference area.
- Computers:
    - Communication of problems to Joe and Mark
    - Help to resolve computer issues/upgrades/installs
- Printers and plotters:
    - Training and/or supervision of others.
    - Weekly check of BW Laser, Color, Plotter
    - Weekly check of ink level. Send specific list of purchase needs to Joe
    - Plotter paper rolls – purchase or coordinate purchase when needed.
- Epilog Engraver:
    - Laser cutter maintenance/cleaning
    - Laser cutter training and/or supervision of others.
    - Help to troubleshoot Vectorworks/Driver issues
- 3D printer:
    - Maintenance
    - Training and/or supervision of others.
- Scanner:
    - Training and/or supervision of others.