INTRODUCTION
Lee Hall is a large building, but not so large that it does not require cooperation from all participants in order to accommodate all its occupants. This building provides learning spaces for five related disciplines; Art, Architecture, Landscape Architecture, Planning, and Construction Science. We all need to work together to produce the safest and best possible learning environment for everyone.

COMMON SENSE
• Clean up after yourself.
• Put things back where you found them.
• Don’t take, use or move things that do not belong to you.
• Leave things and spaces in better condition than you found them.

FURNITURE
EVERY student is provided with a desk and a task chair. Keep track of your desk chair. It tends to travel.

There are more chairs in Lee Hall than there are occupants. They might not be located where you want them, so please return all the chairs to their appropriate places when you are finished with an activity. This will help to alleviate the “stealing” of chairs from other locations to fulfill these functions.
• Black side chairs with red “buttons” are for review spaces in Lee 2, A and B.
• Tan side chairs and benches are for the review spaces in Lee 3.
• Black side chairs are for seminar rooms and offices in Lee 3.
• Black rolling task chairs are for student workstations in Lee 3.

REVIEW SPACES
Public review spaces are located along the north and south glazed walls of Lee 3. There are sign-up sheets available for the reserve of these spaces. Some spaces are reserved through staff calendars. Please leave the chairs and benches in these areas for that purpose. Also return the review spaces to a condition ready for the next review to occur. No desks in these areas.

PROHIBITIONS (per the Fire Marshall and OSHA)
• No space heaters.
• No hot water kettles.
• No electrical appliances, i.e. coffee pot, microwave, frig, etc. Please use compact fluorescent or LED task lighting at your desk.
• No ungrounded, unprotected power strips. Minimum 14 AWG and 15 amp breaker with surge protection.
• No extension cords. Electrical devices can only be plugged directly into an outlet or a surge protected power strip as above.
• No power chords stretched across the floor causing a tripping hazard.
• No “daisy chaining” power strips.
• No multiple “cube” taps.
• No 3-prong adapters.
• No skateboards or bicycles inside the building. Use one of the 5 bike racks around the building.
• No spraying of combustibles inside or outside of the building including:
  o Paint, Lacquer
  o Adhesives
  o Fixative
• No moving the desks into the review spaces or the egress access areas.
• No blocking the exits (inside) or the exit discharges (outside).
• No blocking fan-coil units or HVAC supply/return registers.
• No hanging anything from the ceilings.

Studios will be completely cleaned of all unwanted materials and belongings and all furniture will be returned to its proper location at the end of the semester. No grades will be submitted until this is completed. If you are interested in the governance of the Lee Hall Complex you are invited to join the standing Stewardship Committee. See Professor Silance.