

School of Art Installation Guidelines for CFA and DH

YES

- Leave a clear path to offices, classrooms, restrooms, elevators and/or stairs
- Remove nails, tacks, tape & signage
- Patch, sand and paint display walls after removing installation
- If furniture is moved (benches, tables, chairs, etc.) - put it back
- Extension cords must be entirely attached to the floor with tape and tape is to be completely removed when done
- Put pedestals away – into CFA 304 & DH B305A storage closets
- When using sound, use moderate to low volume or provide headphones when possible

NO

- Do not exhibit on stairwell landings or on stairs
- Do not exhibit on stairwell walls
- Do not exhibit in elevators
- No nails/holes in ceilings or floors
- No candles, fuel lamps or other types of open flames
- Do not leave light bulbs on indefinitely – this is a potential fire hazard
- Do not hang anything from sprinkler pipes, ceiling cable trays or electrical tracks
- Do not use uncontained water, rice, marbles or any other materials on floors that would cause a person to slip
- Do not paint ceilings, floors or stairwells
- Do not use spray paint, fixative or spray-mount inside the building
- No exposed electrical wires – use electrical tape

Proposal forms are located in the hallway kiosk to the right of the main art office door. For installations within School of Art jurisdiction, use the *Art in CFA* and/or the *Art in DH* forms. For installations beyond School of Art jurisdiction, use the *Art in the College of Fine Arts Building* and/or the *Art on Campus* forms.