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.