

Austin E. Knowlton  
School of Architecture  
Student Policy Handbook



The Ohio State University

## Building Access

Members of the KSA community have 24-hour access to the building.

Outside of normal operation hours (posted below), access is available only by using a current Buck-ID at the card swipe doors located on the **East** and **South** side of the building. Please contact KSA tech assistance at 292-8612 if you have difficulty using your card at the card swipe doors.

**Monday through Friday**—exterior doors (with the exception of the two card swipe doors—times listed below) will lock at **5pm**.

**Weekends**—only card swipe doors (East & South side of building) will be open during normal weekend building hours.

- For safety reasons, It is forbidden to obstruct a door from properly closing and locking.

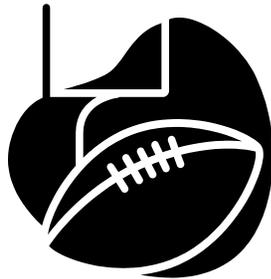
### Normal Building Operation Hours

Monday—Thursday	7am—9pm
Friday	7am—6pm
Saturday	1pm—6pm
Sunday	3pm—9pm

### Summer & University Break

#### Building Hours

Monday—Friday	7am—5pm
Weekends	Closed



On home football game days, the card swipe doors will not be open—and will require a current Buck-ID for access.

Welcome to the Austin E. Knowlton School of Architecture at The Ohio State University. This handbook is intended to familiarize you with a variety of building policies and operational protocols.

If you have any questions concerning the material listed in this handbook, please contact:

**Philip Arnold**  
**KSA Building Services Coordinator**  
**Office 205**  
**247-4539 or arnold.781**

## KSA Furniture Placement

Each piece of KSA furniture has a designated location, with certain moveable pieces - such as rolling partitions and chairs - intended for use where reviews are conducted. Other furniture, however, should not be moved, including chairs designated for the third floor and metal classroom rolling tables.



Studio furniture, with the exception of rolling partitions, is not permitted to be transported beyond the 3<sup>rd</sup> Floor Studio Area.

**Non-KSA furniture (chairs, sofas, cots, etc.), room dividers, suspended devices, and non-curriculum structures are not permitted in the KSA Studio areas. Desk Lamps are permitted.**

## Appearance & Care of the Facility

Please be responsible in your use of the KSA, refraining from activities that may damage our building resources. This is especially important given the nature of work conducted in the building to create and display models and installations.

- Negligent use of the facility that results in damage may result in a maintenance fee and/or student judicial board referral.
- Damage of property (graffiti or vandalism) is a chargeable violation and may result in disciplinary sanctions (disciplinary probation, suspension or dismissal from OSU).

Please report any maintenance or routine custodial needs to the KSA Building Coordinator (247-4539).

## Print Media Posting

Non-KSA print media should only be placed on designated bulletin boards located throughout the building. Non-KSA materials will be removed if placed on any surface except designated bulletin boards.



- No print media should be adhered to glass surfaces, painted surfaces, or within elevators and restrooms.

## Environmental Noise

Due to the structurally open design of the building – it is important that casual usages within the building do not prevent or diminish the educational mission of the KSA.

- Please refrain from loud noises, especially in the Studio space.
- Use headphones or earplugs to listen to music in the studio area.



## Prohibited Items within the KSA

The Ohio State University prohibits certain items from campus facilities for reasons of risk management and to ensure no disruptions to academic activities.

- These items include: weapons, skateboards, rollerblades and pets.

### Alcohol

Alcoholic beverages are prohibited on the KSA premise. Possession of alcoholic beverages will result in a referral to Student Judicial Affairs.

Alcohol is permitted when the appropriate campus and/or state permits have been obtained – with the approval of the KSA Building Coordinator.

### Smoking

**Smoking is not permitted within the KSA—but is allowed on the 3rd floor balcony.** For those smoking outside the KSA, please use appropriately placed disposal bins. Your efforts to keep the KSA landscape clean are greatly appreciated.

## Appliance Usage

Cooking or cooking equipment (hot plates, etc.) is not permitted in the KSA.

**It is permissible to have a small refrigerator, coffee maker, or microwave within the studio area, but only if connected to an outlet along a wall. Appliances may not be plugged into a floor outlet. Appliances plugged into any outlet other than a wall outlet will be removed from the building.**



## Studio Behavior Guidelines

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Students must work in the studio because of the collaborative nature of research and the shared development of techniques.

### Studio Environment

#### **Desk Area**

Students are responsible for keeping their areas clean, their floors free from obstructions, and all studio furniture in good condition and in its original location.

#### **Review/Studio Materials**

All presentation materials must be removed from review spaces following reviews and all studio materials must be removed from the building at the close of every quarter. Students may, however, store material in their credenzas over winter and spring breaks.

Studios are inspected on the last day of final exams. Negligent students are subject to grade withholding and maintenance costs.



### Building Environment

- Installations may not occur in any part of the building except by permission of the KSA Building Coordinator.
- Building surfaces cannot be marked, anchored to or penetrated.
- Graffiti or vandalism are grounds for disciplinary action through the OSU Student Judicial System.
- Loud noise is forbidden.

## Studio Behavior Guidelines

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### Prohibited Items

The following items are prohibited in Knowlton Hall:

- Non-KSA furniture, liquor, weapons, skateboards, rollerblades and pets.



The following tools are **prohibited** in Knowlton Hall:

- Spray paints, foam cutter wands, welding devices, heat guns, and any flame or gaseous liquid device. Possession or use of these items will result in their confiscation.

Power tools are restricted to the shop except by permission of the KSA Building Coordinator.

### Safety Compliance

The following safety compliances must be observed:

- Electrical power strips cannot be connected in a series or extend over a traffic area.
- Fire extinguishers must remain accessible and in full view.
- Access to stairwells, corridors and aisles must maintain a 44" clear width.
- Handrails must be unobstructed.
- Materials may not be hung from piping or light fixtures, but may be hung from ceilings and exposed beams if permission has been granted by the KSA Building Coordinator.

## Safety Tips

Everyone plays an important role in keeping the Knowlton School of Architecture a safe and comfortable facility. A basic understanding of some safety protocols will insure your own safety and the safety of others who use our facility.

In any emergency situation, you should immediately notify the building coordinator (247-4539). Report hazards immediately. Our best response to emergencies is to prevent them, if possible.

### Fire Alarm & Evacuation

It is required by law that you evacuate a building in which the fire alarms are active.

In the event of a fire or building evacuation, please proceed calmly and quickly to the nearest safe exit. If requested, accompany and assist persons with disabilities who appear to need direction or assistance. Shut all doors behind you as you go.

When the alarm is activated, elevators automatically become inactive. Please leave the building by the nearest fire stairwell and/or door.

Remain a safe distance (100ft) from the building and assist to keep sidewalk traffic from blocking the passage of emergency vehicles.

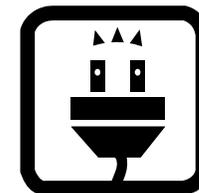
If you notice fire or excessive smoke, but the fire alarm has not sounded, activate the most available wall alarm.

- You should always be aware of the locations of all fire exits with specific attention to those nearest your work area. Be aware that you may need to find the exit in the dark.
- You should also be aware of the location of all fire alarms and extinguishers nearest your work area.



## Safety Tips

- Know the emergency numbers for University Police and local emergency assistance agencies.
  - Insure that all doors and exterior exits are kept clear at all times.
  - Corridors and aisles must be 44 inches clear.
  - Report any safety hazards to the KSA Building Coordinator. If serious danger exists, you should monitor from a safe distance until help arrives.
  - Always turn off and unplug any piece of equipment you are repairing or replacing (especially light bulbs).
  - Keep heat-producing appliances away from anything flammable or combustible. Leave plenty of space for air to circulate around heat-producing equipment.
  - Sprinkler heads must have 18 inches of clearance and an unimpeded shower range.
- **Extension Cords**
  - Extension cords are for temporary use only (90 days max).
  - Report any electrical cords that have cracked insulation or a broken connector.
  - Do not exceed the amperage load specified for the extension cord in use.
  - Fully unwind extension cords while they are in use.
  - Electrical cords cannot extend over a traffic area.
  - Electrical surge connectors cannot be connected in a series.
  - Combustible materials cannot contact an electrical carrier.
  - Fire suppression equipment and alarming device must remain accessible and in full view at all times.



### Architecture Library

Located on the fourth floor of Knowlton Hall, the Architecture Library contains over 30,000 volumes. The Library's reading room also doubles as a classic furniture gallery, and offers a unique view of the Rooftop Garden.

#### Normal Library Operation Hours

Monday—Thursday	9am—9pm
Friday	9am—6pm
Saturday	1pm—6pm
Sunday	3pm—9pm

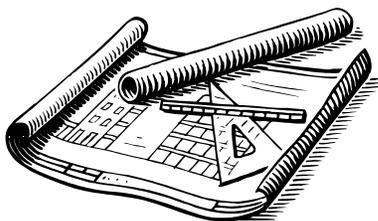
#### Summer & University Break Library Hours

Monday—Friday	10am—5pm
Weekends	Closed

For Library assistance, please call 292-4292.

#### KSA Digital Library

The Digital Library currently has more than 21,000 images available, with special collections devoted to student projects over the last 100 years, Knowlton Hall itself, and significant projects from around the world. The Library is also part of Ohio State's Web Media Collective. The KSA Digital Library is located at <http://ksa.wmc.ohio-state.edu/>.



### Technical Assistance

The Technical Staff provide assistance and support for the KSA network infrastructure, computer/printer installations, and faculty network accounts. The staff also troubleshoots data and networking problems throughout the school, as well as provide data for card swipe access to the building.



For technical assistance, please contact the Student Help Desk at 292-8612.

### Academic Advising

KSA Academic Advisors for undergraduate and graduate students are located in the main office complex on the first floor of Knowlton Hall. To contact a member of the advising staff, please call 292-1012.

For assistance for undergraduate advising, information is available at <http://support.knowlton.ohio-state.edu/advising/> or by emailing: [undergrad@knowlton.osu.edu](mailto:undergrad@knowlton.osu.edu)

### Sexual Harassment

O.S.U.'s Sexual Harassment policy, which applies to all faculty, staff, and students, includes in its definition of sexual harassment a "display of inappropriate sexually oriented materials in a location where others can see it." Sexual harassment may also include lewd remarks and inappropriate comments made in the studio environment, classroom, and computers labs. Students can file a complaint by contacting Student Judicial Affairs at 292-0748. Sanctions may include reprimand, suspension, and dismissal from the University.

### Rooftop Garden

Designed by Michael Van Valkenburgh Associates, the Rooftop Garden offers a unique outdoor space that promotes an environment for reflection and relaxation. The rooftop garden is available for casual use by the KSA and OSU campus community.

#### Rooftop Usage Guidelines

- Smoking is not permitted on the Rooftop Garden. Violators will be referred to the appropriate campus enforcement office.
- KSA furniture designated for the garden should not be moved or removed, nor should additional furniture be placed within the space.
- Plant life should not be altered in any manner.
- Please report any issues related to the Rooftop Garden to the KSA Building Coordinator.

### KSA Shop & Digital Fab Lab

The Schottenstein Shop (Rm 50) located in the lower level of Knowlton Hall is only for use by members of the KSA community (students, faculty, staff). Students are required to go through a preliminary orientation session—scheduled by the Studio instructor with the Shop Coordinator—in order to use Shop equipment.

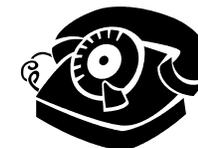
The Digital Fabrication Lab (Fab Lab), which offers access to computer-controlled fabrication equipment, including a Stratasys rapid prototyper, several laser cutters, a vacuum former, and a 3D digitizing arm, is located in the 3rd floor studio. Please contact Matt Bernhardt for information regarding the Fab Lab (292-7595).

Access to the Shop & Fab Lab is limited to those established hours in which the Shop Manager or Shop Assistants are present and supervising work.

**Emergency 9-1-1**

**University Police 292-2121  
& General Non-Emergency**

*If calling from a campus phone, only dial the last five digits (2-2121)*



**KSA Building Coordinator 247-4539**

### Student Safety/Escort Service

Provides safe transportation during the evening and early morning hours for students, faculty and staff in the campus area. Trained uniformed student employees will walk or drive you to and from your destinations within the service area. The escorts carry two-way radios providing direct communication with University Police.

#### To arrange a safety escort:

Call **292-3322** during hours of operations and provide the following information: your name, pickup location, destination, number in your party, and time the escort is desired.

#### Hours of Operation (7 days a week)

##### **Autumn Quarter**

7:30pm—3am

##### **Spring Quarter**

6:30pm—3am

#### Service Area

**North** to Hudson St.    **East** to Conrail Railroad tracks  
**South** to Fifth Avenue    **West** to North Star Road

North boundary west of Olentangy River is Ackerman Road and south boundary is King Avenue

#### University Village