Updated November 2026

2D Studio (W20-425) Guidelines

These guidelines explain how to safely and responsibly use the equipment and materials in the 2D Studio. Following them keeps the space safe, protects shared equipment, and ensures every student has access to the tools they need. Please read them before using any equipment or materials in this space.

If you have questions about these guidelines, or about how to use a specific piece of equipment or material, contact your instructor.

Supplies & Materials

Only use supplies designated for your class or club. Supplies stored on the table and the class cabinet are paid for with student materials fees, so use them only if you are registered for the course.

Clean paint and brushes in the sink room (W20-424) only. Do not use bathroom sinks for cleanup.

Only registered students and approved clubs may store work or supplies in the studio. They may do so in the 2D Studio (W20-425) and the Sink Room (W20-424), and only in the spaces designated for their class or club. Clearly mark anything you leave behind with your name.

Clean Up & Shutdown Procedure

When leaving the 2D studio:

- Return materials and equipment to their proper places (to include still life equipment beyond the display arranged for class, mannequins, photo equipment, light stands, electrical cords, backdrops, etc).
- Return club and class materials and equipment to their respective cabinets.
- Stack and store tables and chairs.
- Sweep the floor and leave no materials or in progress work on the floor or any of the tables and other surfaces.
- Place the trash cans outside the door so they can be emptied by staff.
- Turn off the light and shut the door.