



Artwork Installation/Presentation Guide

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Environmental Health & Safety Manager
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How can we help you realize your project?

Otis thrives on students' imagination, creativity, and resourcefulness as producers of art and design, and strives to assist with installation, presentation, and performance needs in a way that assures a safe and healthy environment for all. Accordingly, **PLEASE FOLLOW THIS GUIDE** and consider all relevant categories listed below when planning and executing artworks on campus so that we can best support your vision and help you realize your project.

Health and Safety

For students' protection, all are required to wear personal protective equipment whenever using power tools, manually drilling, cutting, or polishing, applying aerosols, or working with chemicals on campus.

Student artwork and its presentation may not feature nor include the use of any:

- Hazardous chemicals
- Malodorous or noxious materials (only use water-based paints with a VOC less than 50 ppm when painting indoors)
- Foodstuffs
- Prescription or over-the-counter medications
- Uncontained liquids or pressurized gases
- Weapons or objects resembling weapons
- Unprotected sharp edges or points, such as exposed broken glass shards or needles
- Live animals or insects
- Blood, body fluids, taxidermy, carcasses or body parts, or decomposing materials
- Mechanical or moving parts without adequate clearance for each part's path of motion and an emergency electrical shut-off within ten (10) feet.

Indoor painting should be done in well-ventilated areas to avoid odor accumulation. Application of aerosols should be done outdoors. Students may be advised to relocate their project preparations if fumes or odors from any paints, adhesives, or other materials used create a nuisance or pose a health hazard to other occupants.

Form and Content Considerations

Student installations, presentations, and performances may not include or result in harassment or discrimination of any protected group or sexual status, hate speech or messages intended to incite violence, harassment, or discrimination. Where content could offend minors on campus, *Parental Guidance* warnings should be posted near exhibited materials or activities, in consultation with instructors and/or the Environmental Health & Safety Manager.

When planning, rehearsing, or performing time- or body-based works, Otis reserves the right to limit performers' actions that may present risk of injury, damage, mutilation, or duress upon the body of the performer, the audience, or other participants.

Use of College Facilities for Art Exhibitions

Facility Use Contracts

Students planning to install and exhibit artwork on campus must complete an *Exhibition & Facilities Use Contract* (available on the Otis website) to gain input, advice, and approval from the Environmental Health & Safety Manager, since all members of the Otis community—including students—must abide by State and local Fire, Building, Electrical, and Health codes when preparing presentations, installations, exhibitions, performances, film shoots, projects and activities on campus. The approved *Exhibition & Facilities Use Contract* should be secured at least 48 hours in advance of the planned installation.

Any exhibitions, installations, projects, or performances on campus undertaken without an approved Exhibition Contract will be subject to removal, unless produced under the direction/supervision of Otis faculty in the course of assigned or in-class activity, in preparation for a class or critique and installed on and removed from the campus on the day of the class (installations involving specialized wall-mounting, suspension, or electrical connections remain subject to safety inspection). When in doubt, consult with your instructor and the Environmental Health & Safety Manager.

It is your responsibility to install *and remove* your installation or exhibit and to restore the space to its original condition by the date and time agreed to in *Exhibition & Facilities Use Contract*.

Prevention of Obstructions

Preparation, installation, presentation, or performance of student artwork cannot obstruct or block fire exits, escape pathways, fire-rated corridors, aisles, doors, stairwells, or staircases while in progress or on display. Reasonable precautions should be taken and faculty, shop technicians, or the Environmental Health & Safety Manager should be consulted to ensure sturdy and stable construction so that works will not collapse or create an obstruction such as those named above.

Student artwork suspended from a ceiling structure must hang at least 80 inches from the ground in areas of high foot traffic to maintain a path of travel. Suspended installations should also leave 18 inches clearance from fire sprinkler heads, and provide sufficient aisle space to accommodate foot traffic in the event of an emergency evacuation.

Mounted fixtures cannot project horizontally more than 4 inches over any walking surface. Three (3) foot wide aisles and doorways must be maintained inside gallery, classroom/studio, and assembly areas. All areas on campus that are accessible to the public must be accessible to handicapped persons. Student artwork may not be installed in such a way that ADA requirements are compromised within common areas.

Emergency Equipment

Student artwork and other objects may not be suspended from, affixed to, or installed in such a way as to block access to fire sprinkler pipes and heads. Tampering with fire extinguishers, fire hydrants on campus or on adjacent streets, smoke detectors, fire alarm pull stations, automatic door closers, evacuation plan displays, exit signs, smoking restriction signs, and emergency lights is prohibited, and installations, presentations, and

performances may not block any of these life safety devices, systems, or components.

Fire Safety

The production, installation, presentation, or performance of student artwork may not feature or include burning candles, incense, flames, or smoke. Mechanical smoke or fog emitters are prohibited. Portable enclosed controlled burner set-ups (i.e. furnaces or smelters) are subject to safety and fire control assessment. All flammable materials (such as acetone, benzene, toluene, isopropanol, and turpentine) must be stored inside rated fireproof cabinets. Only small quantities of flammable materials may be dispensed and kept available for immediate use during classes or work sessions.

Electrical Lines and Fixtures

Student artwork cannot be suspended from, affixed to, prevent normal function of, nor block access to any electrical lines or fixtures. UL rated extension cords and power strips may be used for temporary wiring only, but may not be affixed to structures, extended through walls or ceilings, nor run across walkways (unless a rigid cord cover is used). Extension cords and power strips may not be combined in "daisy-chains," and should supply power directly from a source outlet. Any appliances, tools, or electric devices plugged into an outlet cannot cumulatively exceed the circuit breaker rating (amperes) on that outlet. Student artwork may not contain bare wiring, spliced wires, or any altered electrical devices. Works featuring speakers or sound systems must be used in a manner appropriate to the surrounding area and/or activities.

Use of the Goldsmith Fabrication Yard

Decomposed granite (DG) is a stable, yet permeable substrate that supports installation of large-scale works and allows anchoring to the ground for added stability, if needed. Wood or metal stakes may be driven using a hand-sledge; holes no wider or deeper than 12" may be excavated. If an approved Facilities Use Contract includes excavation for stabilization purposes,

follow these steps to ensure that you can properly restore the area upon removal of your work:

- Remove and store the surface layer of DG in a trash bag; this material will be re-used to restore the area.
- When digging, place soil in a second trash bag and store for refilling later (do not mix DG with soil, they serve very different functions).
- Install work and refill hole around anchors as needed—use DG to restore appearance and ground level while work is installed.
- Upon de-installation, refill hole with soil and compact well (a tamper is available from the Tool Crib); compact DG on top of compacted soil to fully restore area.

Use of General Areas

Student artwork may not be installed, presented, or performed on or in elevators and elevator lobbies, restrooms, receptionist areas, information desks, or security stations.

Posters and announcements may be permitted for posting inside elevator lobbies only if affixed to pre-installed fireproof bulletin boards, subject to Office of Student Affairs approval.

See the [Artwork Installation/Presentation Location Guide](#) for more information on *where* you can install/present your work on the Goldsmith campus and other Otis College satellite facilities.

All artwork should be displayed in a manner that avoids any significant impact to campus grounds, structural layout, and utility infrastructure.

Questions? Contact Peter Zaretskiy, Environmental Health & Safety Manager at 310 846-2609.

Note: willful safety and/or code violations may result in Code of Conduct review, per Otis' Code of Conduct policy.



Artwork Installation/Presentation Location Factsheet

Peter Zaretskiy
Environmental Health & Safety Manager
310 846-2609

There are many places to install or present your work on campus.

Artwork may be installed inside classrooms, studios, and gallery spaces, in accordance with the Artwork Installation/Presentation Guide. With the exception of special events, the Ahmanson Hall lobby, Cafeteria, and Otis forum may not be used for artwork exhibition; these are campus spaces reserved for public access.

The five-level parking structure will not be permitted for artwork exhibition or related preparatory work.

Outdoor Spaces Permitted For Use

Artwork may be displayed outside of all **Goldsmith campus buildings**, provided that a 20-foot wide fire lane running between Loyola and Lincoln access gates through the campus grounds, a 6-foot wide travel path around each building (excluding exterior stairways), all marked fire exits, and 6-foot wide access paths between buildings, structures, and campus entrances remain clear at all times.

Artwork may be displayed in the **Galef Center First Floor** Entrance Hallway, provided that an 8-foot wide passage remains clear. In the Rear Hallway work protruding no more than 2 feet into the hallway may be placed in front of the windows between room G107 and the Sculpture Studio.

On the **Galef Center's Second Floor** work not to exceed 18 inches in base depth may be placed in the triangle corner at top of stairs to the side of the entrance. In the Entrance Hallway near the Fine Arts office work may be placed that protrudes less than 3 feet into the hallway alongside office windows.

Artwork may also be displayed:

Inside the **Cantor Plaza** and **Hench Commons**, provided that unrestricted travel paths (outlined above) remain clear at all times.

On the **Main Lawn** and **Bobrow Green**, provided that damaged grass resulting from installations is restored afterward.

In the **North Parking Lot**, provided that unrestricted access through gates, loading zones, and waste receptacle areas is maintained.

In the **Fabrication Yard** behind the Galef Center.

Artwork may be affixed and suspended **overhead or underneath exterior stairways**, provided that a 7-foot clearance space below is maintained.

Remember . . .

It is your responsibility to install **and remove** your installation or exhibit and to restore the space to its original condition by the date and time agreed to in *Exhibition & Facilities Use Contract*.

See the **Artwork Installation/Presentation Guide** for more information on *how* you can install/present your work on campus.

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When would you need to file an Exhibition & Facility Use Contract?

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Answer the following nine questions while bearing in mind all steps you must take to complete your project:

1. Are you holding a performance, demonstration, or any other interactive activity on campus?

Yes No

2. Do you plan to take photographs or record video or audio media on campus outside of studio or classroom space?

Yes No

3. Are you planning on using any indoor hallways or lobbies, or any of outdoor walkways, open public spaces, or lawn area?

Yes No

4. Will your set-up include wall brackets, suspensions, anchors, mounting supports, or will need painting of indoor space?

Yes No

5. Are you using outlet or battery source powered devices as part of your exhibition, performance, or activity?

Yes No

6. Will the set-up and exhibition of your artwork, followed by restoration of used space take more than 1 hour to complete?

Yes No

7. Will your artwork be included as part of a group project or a joint exhibition?

Yes No

8. Will your artwork exhibition, presentation, or performance, require use of props or any visual or sound special effects?

Yes No

9. Will your project include use of any hazardous substances or can foreseeably pose a risk for injury or damage upon completion?

Yes No

If you answered “Yes” to **any** of the above questions, please submit a Contract for approval

If you answered “No” to **all** of the above questions, you do not need to file a Contract

Consider the following points while you answer:

- what materials are you going to use
- how you are going to put your art piece together
- where, when, and for how long you plan for your exhibition to take place
- how will your clean-up and restore the space you used

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