
Art+Design Darkroom - Procedures, Policies, and Guidelines

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios, and equipment. 335 is the chemical laboratories with a twenty enlarger workstation darkroom, plus individual film changing rooms. 335F has sinks, washing and finishing areas, drying racks and cabinets, and other photographic processing equipment.

Darkroom and Access to Chemical Laboratories

Darkroom entrance privileges are automatically created for and are limited to students currently enrolled in Art+Design courses requiring chemical laboratories. All activities within the darkroom, chemical and processing areas and use of Art+Design resources are restricted to educational pursuits and class work only. Independent access is generally NOT available to the School's darkrooms and photographic processing areas.

You may not use another person's account and you cannot authorize anyone to use your account or access privileges. **YOU ARE NOT ALLOWED TO BRING GUESTS OR VISITORS INTO THE LABS**

You must use your University iCard each and every time you want to enter a lab with card-controlled access. Enter and exit only through the main door of room 335

The School of Art + Design, staff and assistants cannot be held liable for the consequences or the outcome of suggested solutions to questions or problems, are not liable for damage to a user's materials or supplies, and cannot be held liable for lost time or the unavailability of malfunctioning equipment or processes for any reason.

You must comply with the requests of the lab assistants and staff.

Activities within the Art+Design Building are monitored for your security and safety and are subject to video surveillance.

Checkout Window

The Checkout Window is located at 235 A+D. Tell the Checkout Window assistant about any suspected equipment problems.

Darkroom

Personal Safety

- You should wear gloves, an apron, and protective eyewear
- No food or drink in the laboratory
- Do not store personal items, backpacks etc. in any part of the darkroom. Store your personal possessions in a locker
- Do not place wet items on "dry" work areas
- Slippery floors are hazardous. To prevent drips, you must use a tray when carrying wet prints or tanks from area to area.

Chemical Safety

- SDS sheets are posted on the Art + Design website, and should be reviewed prior to using any chemicals
- Turn on the ventilation when working with chemistry
- Do not block any of the openings above the sinks
- Clean up any chemical spills as soon as they happen
- All chemical storage containers must be stored in spill containment trays (these are red and are not to be use for any other purpose)
- Eye wash stations and hand wash sinks must be kept free of all chemicals and debris at all times
- No outside chemicals are permitted without written consent from the facilities staff
- Mix chemicals only in the combinations and concentrations that you have been instructed to mix
- Fixer must NEVER be poured down the drain

Departure Checklist

- Check the facility for other students/faculty, and turn off the ventilation if vacated
- Cover and/or dispose of the appropriate chemistry
- Turn off all water in every sink
- Wipe down any equipment or sinks that are dirty or have chemistry
- Remove all of your belongings – do not store anything in the darkroom
- Turn off the lights (including safelights)

Failure to comply with any policy may result in the loss of your laboratory privileges

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