



Vilniaus dailės akademija
Meno ir dizaino laboratorija

Approved:

2016 - 09 - 01

According to Rector's Order No.VJU- 47

MONUMENTAL ARTS LABORATORY WORK RULES

Monumental Arts Laboratory consists of:

Mosaic workshop room comprises 4 rooms:

Laboratory staff room;

Mosaic workshop;

Two material storage rooms.

Scenography workshop room comprises 1 room.

Stained glass workshop comprises 8 rooms:

Laboratory staff room;

Glass storage room;

Glass cutting and installation room;

Chemicals room;

Heat treatment of glass room;

Drawing and glass forming room;

Glass matting room;

Stained glass project design room.

Fresco room comprises 2 rooms:

Fresco room;

Preparation room.

Sculpture room comprises 1 room.

1. Monumental Arts Laboratory is available to all students and employees of Vilnius Academy of Arts:

1.1. Who have attended the first aid, labour and electric safety courses and are familiar with equipment / devices instruction manuals and registered themselves in labour safety journal. Courses are held at the beginning of spring and autumn semesters. More information on www.vda.lt;

1.2. Must be familiar with Material Safety Data Sheets of chemicals and chemical compounds used in signed form.

2. Working hours of Monumental Arts Laboratory:

Monday – Thursday from 8:00 AM till 5:00 PM
Friday from 8:00 AM till 4:00 PM
Lunch break from 12:00 AM till 12:45 PM.

3. The maximum number of students who can work simultaneously in the laboratory is:

3.1. Mosaic workshop – 8 students;

3.2. Scenography workshop – 6 students;

3.3. Stained Glass workshop – 8 students;

3.4. Fresco room – 8 students;

3.5. Sculpture room – 8 students.

4. You may register working time in advance i.e. register in Registration sheets by specifying time from – till.

5. According to Rector's order No. VĪ-43 (ūk) regarding the use of laboratory **after working hours** or extended work time there the student or employee must arrange that with the **laboratory supervisor** and get a **written permission**.

6. Main safety requirements when entering laboratory premises:

6.1. closed-toe footwear is recommended;

6.2. tie long hair, no free hanging or loose accessories;

6.3. wearing special work clothing, personal protective equipment (according to specific work carried out: protective gloves, protective aprons, protective goggles, respirator) is a personal responsibility of each person working.

7. Students working in the laboratory are partially provided with materials.

8. Personal tools brought in are a personal responsibility of the owner.

9. Tools provided by the laboratory workers for work process must remain in the premises of the laboratory and returned when work is finished.

10. Everyone is personally responsible for the tools he was provided with.

11. Chemicals and chemical compounds must be stored in places inaccessible to students and non-laboratory workers places (locked cabinets). These places must be marked with distinctive safety signs and containers must be marked with visible notes.

12. When work is done the workplace must be cleaned and tools must be returned to the laboratory staff.

13. Everyone working in the laboratory must keep the place clean, conserve electricity, materials, conserve and protect the material property of the laboratory.

14. Everyone working in the laboratory must comply with work safety requirements.
15. You may contact the laboratory staff who will always help you should you have any questions.
16. Food or drinks in the laboratory premises are prohibited.
17. It is strictly forbidden to smoke or consume alcohol in the laboratory premises.
18. Persons under the influence of psychotropic substances and alcohol are not allowed in the laboratory.
19. You will lose the right to work in the laboratory premises if these rules are violated three times.