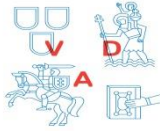


Approved:

2016 - 09 - 01

According to Rector's Order No.VJU- 47



Vilniaus dailės akademija
Meno ir dizaino laboratorija

MONUMENTAL ARTS LABORATORY WORK RULES

Monumental Arts Laboratory consists of fourteen sections:

staff room, Maironio str. 4, cellar;

fresco – mosaic workshop, Maironio str. 4, cellar;

material storage room, Maironio str. 4, cellar;

material storage and dust extractor room, Maironio str. 4, cellar;

scenography workshop, Maironio str. 4, 2nd floor.

Stained glass workshop of 6 rooms at Jasinskio str. 16 A, 1st floor:

staff room;

glass storage room;

glass cutting and installation room;

chemicals room (allowed only in presence of laboratory staff);

heat treatment of glass (allowed only in presence of laboratory staff);

drawing and glass forming;

glass matting (allowed only in presence of laboratory staff).

Priming room Maironio str. 6, 1st floor:

canvas priming 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. Have signed a reciprocal contract with VAA regarding access to laboratory facilities, equipment and tools for educational purposes. Each student and employee is personally responsible for tools and instruments issued to him;
 - 1.3. Must be familiar with Material Safety Data Sheets of chemicals and chemical compounds used in signed form.

2. Working hours of the monumentality laboratory:

Monday – Thursday	from 8:00 till 17:00
Friday	from 8:00 till 16:00
Lunch break	from 12:00 till 13:00
3. May work at the same time in the laboratory- 6 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. Vİ-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:
 - a) closed-toe footwear is recommended;
 - b) tie long hair, no free hanging or loose accessories;
 - c) 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.