



Vilniaus dailės akademija
Meno ir dizaino laboratorija

Approved:
2016 - 09 - 01
According to Rector's Order No.VĮU- 47

RESTORATION LABORATORY

WORK RULES

Restoration Laboratory consists of five sections:

staff room;

easel painting restoration workshop, where practical paintings restoration work, consulting is carried out;

wall painting restoration workshop, where practical fresco conservation and restoration work, consulting is carried out;

sculpture restoration workshop, where practical sculpture preservation and restoration work, consulting is carried out;

chemistry laboratory, where practical research and consulting is carried out.

1. Restoration 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. The following number of students may work at one time:
 - a) 5-6 students in easel painting workshop workshop;
 - b) 5-6 students in wall painting restoration workshop;
 - c) 5 students in sculpture restoration workshop
 - d) 3 students in chemistry lab.
3. In order to work in the chemicals laboratory room the student must arrange with an laboratory employee in charge.

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) tie long hair, no free hanging or loose accessories;
 - b) closed-toe footwear is recommended;
 - 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 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. After finishing work the workplace must be cleaned, students may store their unfinished workpiece inside the laboratory in a specified place (laboratory personnel are not responsible for stored works).
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. Bringing food and drinks into laboratory premises is not allowed.
17. Smoking and consuming alcohol in laboratory premises is strictly prohibited.
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.