



## **USER REGULATIONS FOR STUDENTS AT BAS (revised 2020)**

As a student at BAS, you have great freedom to use the school's premises and equipment. It requires that you take responsibility for the health, environment and safety and follow the guidelines included in this document. A possible breach of the school's regulations may lead to a decision on limited access.

### **DEVIATION**

Notify the school by the caretaker or administration as soon as possible in the event of deviations. You can also use the online deviation report [SPEAK OUT](#)

### **ACCESS**

The school is open weekdays from 0900 to 1600.

Access beyond these times takes place either by using a code or by key card (student ID) and code. Remember, your key card is personal, do not lend this to others. You are also obliged to take responsibility for any visits you bring into the school area. External persons shall not have access to the school after normal opening hours, unless agreed with the administration.

### **SAFETY**

Students are obliged to ensure that doors and windows are closed and that lights and electric machines are switched off when they leave school. Main doors must always be locked and the door must be closed after normal opening hours. Students must be able to present a valid student ID to security staff during inspection round. For more information, see the [contingency plan](#) and the safety page: <https://www.sikresiden.no/>

### **PARKING**

Parking at the school is only for staff and students with special needs. Improperly parked cars can be towed away without notice at the owner's expense and risk.

[Parking guideline](#)

### **SMOKING**

The school area is non-smoking. Smoke shed is located outside the gate, by the steel workshop.

### **FIRE PROTECTION**

Students are obliged to participate in compulsory training in fire protection and fire warning. Students must be familiar with and take responsibility for:

Escape routes

Extinguishing equipment

The building's fire alarm system, automatic and manual

Fire Central

Storage of flammable substances

It is forbidden to block a fire door or escape route,

cover for warning / escape signs, perform electrical or flammable work

- [Responsibility for fire safety / Procedure for fire alarm.](#)

### **WORKSHOP / TOOLS / EQUIPMENT:**

Students must show respect for and take care of the equipment and study materials that are made available from BAS, such as tools and other technical equipment, books / magazines from the library, furniture / fixtures, etc.

Students are obliged to participate in the training offers given for the use of equipment and to follow instructions and user guidelines given by notice or by the person responsible.

Only students and staff with workshop training can use the workshop.

It is forbidden to give external access to the use of the school's workshops / tools / equipment.

- [Rules for wood workshop](#)

- [Regulations for metal workshop](#)

- [Rules for mini-sawmills](#)

- Information CNC milling machine

- Information Laser Saur



BAS is not responsible for private belongings that students keep in the school premises. The student must have insurance for private property.

### **USE OF PREMISES**

All use of teaching premises (does not apply to workshops or own studios) must be reserved before use, so that we can get the maximum benefit from the premises. **REMEMBER:** clean up after yourself!

Do not turn on / change fixed equipment and equipment for sound and image in the teaching room / library.

Construction work in and on the school grounds must always be cleared with administration / caretaker in advance. During construction work, it is required to follow a checklist for construction.

If you want to nail or drill in floors or walls, this must be clarified with a caretaker. This is to ensure that water pipes or the like in floors and walls are not damaged. Contact the caretaker if you are going to paint, and you will get the correct paint and know about any restrictions.

- [checklist during construction](#)

-pedagogical space use at BAS

### **LEARNING ENVIRONMENT, ORDER AND CLEANING**

Everyone has a responsibility for their own and others' learning environment.

Students will clean up after themselves and keep their own workplace and studio tidy. Think universal, everyone should be able to have access to all studios and common areas.

Students should always clean up after lectures and exhibitions and make sure that these are in order after use.

All use of harmful products such as sprays, 2-component glue, plaster, Styrofoam cutting is prohibited in the studio. This will take place in designated premises such as a hall / workshop / mezzanine or outdoors. Use of own protective equipment may be required.

Common area is washed daily / regularly. Studio will be cleaned every second week. Students must ensure that the cleaning staff can clean in the studio. This means, among other things, clearing floor surfaces and that the floor has been wiped before cleaning staff arrives.

Notify the school by administration as soon as possible if something does not work in the learning environment.

You can also use the deviation report [SPEAK OUT](#).

-[LMU's advisor for a good learning environment](#)

-action plan for learning environment

### **WASTE MANAGEMENT**

Use the source sorting for plastic / paper / residual waste that is in the studio and in the canteen / hall. Use environmental station outside at the gate for glass / metal, electrical waste and paint. Pawn bottles are sorted into their own bags. It is forbidden to empty paint or chemicals in the sink or toilet. If you have questions, contact the caretaker. There is no need to leave a private waste at the school.

- [guideline for waste management](#)

- map of environmental zone

### **STUDENT PARTIES / OTHER EVENTS**

As a general rule, the school's premises are not lent out for private purposes. Silo cellar can be lent for cultural purposes. At student parties / student events, students are obliged to follow the [guideline for student parties in BAS's premises](#).

### **STORAGE**

1st-3rd year can store models, assignments and the like in silo chambers. Silo chamber is assigned in 1st year and must be cleaned after 3rd year exam. All models must be marked with name, class and telephone number. If you take a leave/break during the first 3 years, your material will have to be stored in an designated chamber. Models or other things stored around can be thrown away without notice. Storage of tables / chairs in summer must be agreed directly with the caretaker. It is not possible to store private belongings at the school.

-map of storage in silo chamber