



**I. MODEL WORKSHOP:**

**The Classroom, Laboratory and Equipment Technician has the following responsibility:**

- To open the classroom at 9 am, Monday to Friday, and 8 am on Saturdays.

**The Model Workshop Assistant has the following responsibilities:**

- Manage the use of the classroom from Monday to Friday, 9 am to 6 pm, and on Saturdays from 8 am to 12 pm.
- Register any Architecture and Professional Graphic Design students using the classroom.
- Manage the loan of materials and theses to students using the classroom.
- Ensure that the classroom is only used for studying or project work.
- Register the student assistants, who will be responsible for managing the classroom when their work shift ends.
- Keep control over the hours to be completed by student assistants.
- Forbid entry with food.

**The student assistant has the following responsibilities:**

- Manage the use of the classroom from Monday to Friday, 6 pm to 9 pm, and on Saturdays from 12 pm to 3 pm.
- Register any Architecture and Professional Graphic Design students using the classroom.
- Manage the loan of materials to students using the classroom.
- Forbid entry with food.
- Leave the classroom locked when students have finished using it.

**II. MODEL STORE ROOM:**

**The Model Workshop Assistant has the following responsibilities:**

- Manage the use of the classroom from Monday to Friday, 9 am to 6 pm, and on Saturdays from 8 am to 12 pm.
- Ensure that models are stored for a maximum of one day.
- Ensure that use of the store room is restricted to architecture program activities (exhibitions) during the architecture program's peak time of activities (months of July, November and December).

<b>Approved by:</b> Endorsement	<b>Date:</b> 08-19-2015
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**MODEL WORKSHOP AND MODEL  
STORE ROOM USAGE POLICY**

**SICA-PYL-01**

**VERSION  
01**

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<b>Approved by:</b>	<b>Date:</b>
<b>Mario Segami Director of Architecture</b>	<b>08-19-2015</b>

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