

# RHODE ISLAND SCHOOL OF DESIGN

## INSTALLATION SITE PERMIT

This form is intended to be used by students requesting permission to install work outside of studio spaces.

Student's Name(s): \_\_\_\_\_

Box Number: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Project Description (list all materials to be used in construction):

How will it be installed: nails, holes, etc.

Location of installation (be specific):

Date to be installed:  Date to be removed:

**If the project is not removed by the above date, Facilities will remove it at the applicant's expense.**

**A sketch (with dimensions) is required for approval.**

Please attach a sketch of the project, in the location and include at least one landmark. A photo of the location is also recommended.

***Please note that roofs, mechanical spaces, elevators, egress stairs and pathways are not available for installation sites and should not be considered as options.***

**All signatures must be obtained in the order listed before installation.**

1. Applicant \_\_\_\_\_ Date \_\_\_\_\_
2. Instructor or Dept. Head \_\_\_\_\_ Date \_\_\_\_\_
3. Facilities (What Cheer Garage) \_\_\_\_\_ Date \_\_\_\_\_
4. Other \_\_\_\_\_ Date \_\_\_\_\_
5. Public Safety (Waterman Building) \_\_\_\_\_ Date \_\_\_\_\_

**It is recommended that you post this approved form at the site of your installation**

Updated: July 30, 2014

## Rhode Island School of Design Installation Site Permit Policy

The purpose of this permit is to ensure that all student work installed outside the classroom, is installed according to RISD safety and environmental regulations, and also complies with all local and federal regulations. Before beginning work on any installation, all signatures must be obtained in the order listed on page 1.

The following are some guidelines and directions, including but not limited to, the following:

- The installation area must be maintained in a clean and orderly condition at all times, consistent with its original use. Fire corridors, stairways, hallways and other common areas must be kept free of obstructions. Windows may not be blocked. Exterior doors or roof access doors may not be propped open or access blocked. No installations will be allowed on roofs.
- No materials may block, cover, or hang from sprinkler piping; fire pull stations, exit signs, smoke detectors and other fire safety equipment.
- All paints, solvents, cements and chemicals used must be kept in properly labeled containers appropriate to their use and when not in use, must be stored in safety cabinets. Clay and plaster may be used only in specific areas, and residual dust must be contained for disposal.
- Open flames, torches, welding equipment and the like, may be used only if approved in advance. Personal electrical appliances such as portable heaters and hot plates are permitted if approved in advance. Extension cords must be heavy gauge and must be used in a safe and appropriate manner.
- Items may be confiscated by RISD personnel if approval is not granted in advance.
- When necessary, local city permits must be obtained in advance.

*Before any installation can begin on city property (Market Square, Riverwalk, etc.) , the RISD facilities Department recommends that you receive approval from the City of Providence Parks and Recreation Department. Projects installed on city property without their approval could be removed by the city at your expense.*

*City of Providence Parks and Recreation Department*

*1000 Elmwood Avenue*

*Providence, RI 02905*

*Robert McMahon 401.785.9450, Fax 401.941.5920*

- Any modification to materials and/or methods described on page 1 must be approved in advance.
- **When concluded, the installation site must be clean and brought back to its original condition.**

In accepting the terms listed above, it is understood that RISD is not responsible for the loss or theft of personal items brought into or left at an installation, and it is also understood that officers of the College, such as the Division Dean, Department Head, Director of Public Safety and/or the Manager of Environmental Health and Safety, may inspect the installation at any time. In the event that unsafe conditions exist, the installation must be modified immediately or access to the work will not be allowed until the unsafe conditions are remedied.

Please direct any questions regarding location or materials (prior to installation), to your instructor or any of the following:

Manager of Environmental Health and Safety 454-6780

Director of Facilities Operations 454-6482

Office of Public Safety 454-6376

I understand the terms and conditions listed above and I will use the authorized installation site accordingly.

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Student signature

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Date