

Code of Conduct: Windsor Terrace. 09.05.25

Any building/maintenance issues to be emailed to
Bev Brooks Beverly.Brooks@newcastle.ac.uk
Christian Mieves christian.mieves@newcastle.ac.uk
Nick Fox nick.fox@newcastle.ac.uk

Asbestos report: There is a small amount of Asbestos in Windsor Terrace. Generally, this is located in inaccessible service areas away from occupants. If in doubt contact David Moir ext. (85155)

Drilling, nailing , pinning, gluing, painting the walls or changing the material fabric of the building is strictly forbidden. Where there is any risk of marking the flooring, protection, for instance using spreader boards must be used. If in doubt please consult of Exhibition Technician. **Please note :** Technician priority is to maintain workshop access and they are not always available to respond to specific queries immediately.

Communal Areas:

- No flammable items to be left in hallways (see map for communal storage areas)
- Do not obstruct Fire Escapes
- Do not prop open Fire Doors
- Leave communal areas tidy and as found after use
- Any issues or concerns to be directed to Bev Brooks

<insert map of storage spaces>

Waste:

- Please use recycling bins and food bins provided on each floor and in the kitchen
- Large waste to be bagged and put in the large waste bins outside (see map)



WT Studios/bookable space :

- No solvents/spray paint to be used inside

- **Paints, thinners and other flammables** must to be stored safely in flam cabinets
- Please dispose of turps or other toxic waste through the proper channels in the main campus
- If painting walls (by agreement) , they must be returned to white by the occupier when you leave
- Any plaster/clay/particulate waste to be washed out using the soil trap sink in the basement bathroom: DO NOT put this kind of waste down the normal sinks

Kitchen:

- Wipe down MICROWAVE after use
- Wipe down SURFACES after use
- Wash and put away your own cutlery/dishes/cups
- Please return any cutlery/dishes/cups etc to their original room/draw/cupboard – i.e. *back where you found them please!*
- Keep an eye on the FRIDGE! Anything out of date will be thrown out!

Bookable basement project space:

Booking timetable found here:

 [Exlibris and Windsor terrace booking timetable.xlsx](#)

To book XL , contact: Irene Brown irene.brown@newcastle.ac.uk

To Book WT Seminar or Project space contact Nick Fox: nick.fox@newcastle.ac.uk

Any event opening within the space **MUST** be approved by the Head of Fine Art. Serving of refreshments must be in line with all University policies.

- Please leave the space tidy and clean after use
- Wipe down all tables and if necessary vacuum the floor
- All boards, chairs and tables to be returned and stored to under the stairs at the end of the day/once your project is finished
- Make sure the front and back doors and windows are firmly shut when you leave and the building secure
- Use the soil trap sink in the basement toilet for any particulate waste
- If you've used the kitchen, please wash up any mugs/cutlery and ensure the space is left clean and tidy
- Use the recycling bins provided. Any large waste to be returned to main campus and disposed of in fine art skips

Front Door/Lights:

- If you're the last one to leave the building, please check the basement door and windows to make sure they're shut and switch off lights as you leave the building.
- Front Door must be kept shut at all times.

Heating:

- On a timer, please ask Bev Brooks if you are too hot/cold and it can be changed.