

## Code of Conduct: Windsor Terrace. 09.05.25

Any building/maintenance issues to be emailed to

Bev Brooks [Beverly.Brooks@newcastle.ac.uk](mailto:Beverly.Brooks@newcastle.ac.uk)

Christian Mieves [christian.mieves@newcastle.ac.uk](mailto:christian.mieves@newcastle.ac.uk)

Nick Fox [nick.fox@newcastle.ac.uk](mailto: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 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 Anything out of date will be thrown out!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](mailto:irene.brown@newcastle.ac.uk)

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