



OTIS COLLEGE OF ART AND DESIGN

Artwork Installation/ Presentation Guide

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Operations Manager**

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HOW CAN WE HELP YOU REALIZE YOUR PROJECT?

At Otis College, we embrace the creativity, innovation, and problem-solving abilities of our student artists and designers. Our goal is to provide comprehensive support for your installation, presentation, and performance needs, all while maintaining a safe and healthy environment for you and the entire Otis community. To ensure this, we ask that you follow the guidelines below and consider the relevant categories when planning and showcasing your work on campus. By working together, we can offer the best possible support and help turn your vision into reality.

HEALTH AND SAFETY GUIDELINES

For the safety of all students, it is essential to wear Personal Protective Equipment (PPE) when operating power tools, drilling, cutting, polishing, using aerosols, or handling chemicals on campus. Additionally, the creation and display of artwork must not include the following materials or elements:

- ✓ Hazardous chemicals
- ✓ Strong or unpleasant odors (indoor painting must use water-based paints with a VOC concentration under 50 ppm for walls, canvases, or other projects).
- ✓ Perishable food items.
- ✓ Prescription or over-the-counter medications
- ✓ Uncontained liquids or pressurized gases
- ✓ Weapons or weapon-like objects
- ✓ Exposed sharp edges or points, such as broken glass or needles
- ✓ Live animals or insects
- ✓ Pathogenic or decomposing materials, including blood, body fluids, taxidermy, carcasses, or body parts.
- ✓ Mechanical or moving parts that lack proper clearance for their motion paths, or do not have an emergency electrical shut-off within 10 feet.

**** Following these guidelines ensures a safe environment for both you and the wider Otis community.***

FORM AND CONTENT CONSIDERATIONS

Student installation, presentations, and performances must avoid displaying content that promotes discrimination or harassment against any group. This includes hate speech or any material that could incite violence, harassment, or discrimination. If content may be considered offensive on campus, we ask that Parental Guidance Warnings be clearly posted near the exhibited materials or activities, in coordination with instructors and/or the Operations Manager.

For performances involving time-based or body-based elements, Otis College reserves the right to enforce restrictions on actions that could cause injury, harm, distress, or damage to the performer, audience, or other participants.

USE OF COLLEGE FACILITIES FOR ART EXHIBITIONS

FACILITY USE CONTRACTS

Students, faculty, and staff planning to install and display artwork on campus are required to complete an [Exhibition & Facilities Use Contract](#) or [Exhibition & Facilities Filming Contract](#) for filming and photography. For contract approval and guidance, please contact the Operations Manager at **(310) 846-2609** or email mahmed@otis.edu

All members of the Otis community must comply with Federal, State, and Local fire, building and health and safety codes when preparing for presentations, installations, exhibitions, performances, film shoots, and other campus activities. The completed and approved Exhibition & Facilities use contract must be submitted at least 48 hours before the scheduled installation.

Any exhibition, installation, project, or performance on campus without an approved contract is subject to removal, unless it is produced under faculty supervision as part of an assigned or in-class activity in preparation for a class or critique.

Installations must be dismantled the same day as the class, unless they involve specialized wall mounting, suspension, or electrical connections, which require safety inspections. If you're unsure, consult your instructor or the Operations Manager.

Please note: *It is your responsibility to both install and remove your artwork or exhibit and to return the space to its original condition, as outlined in the Exhibition & Facilities Use Contract.*

PREVENTION OF OBSTRUCTIONS

Student artwork must not obstruct or block **fire exits, escape routes, fire-rated corridors, aisles, doors, stairwells, or staircases** during development, installation, or display.

Careful consideration is crucial when creating and installing artwork. If you need assistance in ensuring your artwork does not create any obstructions, please consult with your faculty, shop technicians, or the Operations Manager.

Artwork suspended from the ceiling or ceiling structures must maintain a minimum clearance of 80 inches from the ground in areas with pedestrian traffic to ensure clear pathways. Mounted fixtures should not extend more than 4 inches horizontally over walkways, except in fire-rated corridors. Aisles and doorways in gallery spaces, classrooms, studios, and assembly areas should be kept at least three (3) feet wide. Furthermore, all public areas on campus must remain accessible to individuals with disabilities.

ADA COMPLIANCE

Otis College is committed to providing an inclusive and accessible environment for individuals with disabilities across our campus, programs, and activities. In line with **Section 504** of the Rehabilitation Act, we strive to offer reasonable accommodations for qualified faculty, staff, visitors, and students.

All galleries, classrooms, studios, and assembly areas will adhere to accessibility standards, including maintaining **36-inch-wide** aisles and ensuring entry and exit points are at least **32 inches wide**. Artwork that does not meet **ADA compliance** standards will not be approved for installation.

EMERGENCY EQUIPMENT

Student artwork and other objects **must not** be hung or suspended from life safety devices such as **fire sprinkler pipes, sprinkler heads, electrical conduits, or water and sewer pipes**.

Tampering with any life safety device—including fire extinguishers, fire hydrants (on campus or adjacent streets), smoke detectors, fire alarm pull stations, automatic door closers, evacuation plan displays, exit signs, no-smoking signs, and emergency lights—is strictly prohibited and constitutes a criminal offense.

Student installations, presentations, and performances must never obstruct or interfere with any life safety device, system, or component.

FIRE SAFETY

The use of **open flames**, including **burning candles, incense**, and **any source of smoke**, is strictly **prohibited**. Mechanical smoke or fog emitters are also not allowed. If enclosed controlled burners, such as furnaces or smelters, are used, they must undergo a thorough safety and fire control assessment. Suspended installations must maintain a minimum clearance of **18 inches** from any fire sprinkler heads to ensure proper fire suppression.

For safety, all flammable materials—such as acetone, benzene, toluene, isopropanol, and turpentine—must be securely stored in a fireproof cabinet. Only small amounts of flammable materials should be dispensed during classes or work sessions and kept accessible for immediate use.

ELECTRICAL LINES & FIXTURES

Student artwork must not be suspended from, attached to, or obstruct electrical lines or fixtures, nor interfere with their proper functioning. The use of Underwriters Laboratories (UL)-rated extension cords and power strips is limited to temporary purposes only. These should not be secured to structures, routed through walls or ceilings, or placed across walkways unless covered with a rigid cord cover.

Connecting extension cords or power strips in a "daisy chain" configuration is prohibited. Each cord and power strip must be plugged directly into a wall outlet, ensuring that the total load from appliances, tools, or devices does not exceed the outlet's circuit breaker rating.

Artwork must not include exposed wiring, spliced wires, or modified electrical devices. For artwork incorporating speakers or sound systems, their use should align with the activities and noise levels of the surrounding area.

USE OF THE GOLDSMITH FABRICATION YARD

Decomposed granite (DG) provides a stable, permeable surface ideal for large-scale installations and allows for anchoring to the ground for added stability. Hand-driven wood or metal stakes can be used, with holes not exceeding 12 inches in width or depth.

If your approved Facilities Use Contract includes excavation for stabilization, follow these steps to ensure proper restoration of the area after your artwork is removed:

1. Carefully remove and store the top layer of DG in a trash bag for reuse during restoration.
2. When digging, place the soil in a separate trash bag to use later for refilling (keep DG and soil separate, as they serve different purposes).
3. Install your work and refill holes around the anchors as necessary, using DG to maintain ground level and appearance while the artwork is in place.

4. After removing the artwork, refill the hole with soil and compact it thoroughly (a tamper is available at the Tool Crib). Then, compact the DG on top of the soil to fully restore the area.

USE OF GENERAL AREAS

Student artwork is not permitted to be installed, presented, or performed in elevators, restrooms, reception areas, information desks, or security stations. However, posters and announcements may be posted in elevator lobbies or on pre-installed fireproof bulletin boards with prior approval from the Office of Student Affairs.

For specific guidelines on where artwork can be installed or presented on the Goldsmith campus, please refer to the **Artwork Installation/Presentation Location Guide** below.

If you have any questions or need assistance, contact Mohammed Ahmed at mahmed@otis.edu.

Note: Deliberate safety or code violations may result in a review of your compliance with the Otis College Code of Conduct Policy.

ARTWORK INSTALLATION/PRESENTATION LOCATION FACTSHEET

Numerous locations on campus are available for the installation or presentation of your work.

You may install artwork within classrooms, studios, and designated gallery spaces, following the guidelines outlined here. However, it's important to note that, except for special events, the **Ahmanson Hall Lobby, Cafeteria, and Otis Forum** **should not** be utilized for artwork exhibitions, as these areas are intended for public access on campus unless it is approved for special events by the Operations Manager via the [Exhibition & Facilities Use Contract](#) or [Exhibition & Facilities Filming Contract](#) forms.

Additionally, the five-level parking structure is not suitable for artwork exhibitions or any related preparatory work and should not be used for such purposes.

OUTDOOR SPACES PERMITTED FOR USE

Artwork can be displayed outside all buildings on the Goldsmith Campus, provided specific clearance requirements are met:

- Maintain a clear **20-foot-wide** fire lane between the Loyola and Lincoln access gates across the campus.
- Ensure a **6-foot-wide travel path** around each building (**excluding exterior stairways**)
- Keep all marked fire exits unobstructed.
- Preserve **6-foot-wide access** paths between buildings, structures, and campus entrances at all times.

Inside the **Galef Center**, artwork may be exhibited in the **First Floor Entrance Hallway** as long as **an 8-foot-wide passage** remains clear. In the **Rear Hallway**, works may extend no more than **2 feet** into the hallway in front of the windows between room **G107** and the **Sculpture Studio**.

On the **Second Floor** of the Galef Center, artwork with a base **depth** not exceeding **18 inches** can be placed in the triangular corner near the top of the stairs by the entrance. Additionally, in the Entrance Hallway adjacent to the Fine Arts Office, artwork may be positioned as long as it protrudes less than **3 (three) feet** into the hallway alongside the office windows.

REMEMBER

It is your responsibility to install and remove your installation or exhibit and to restore the space to its original condition by the date and time agreed to in the [Exhibition & Facilities Use Contract](#).