

Sculpture Guideline Mandatory Test

Print Name: _____

- 1. Circle the best answer.**
- 2. Print your name.**
- 3. 90% is a passing grade.**
- 4. Passing grades allow access to building only.**
- 5. Training on all equipment is still required.**
- 6. Time Limit - 1 Hour**

1. The Department Safety Manual is supplemented by

- a. Class instruction
- b. MSDS
- c. general safety binders
- d. all of the above**

2. MSDS are intended to

- a. label containers
- b. train students
- c. provide safety precautions for material used
- d. all of the above**

3. MSDS are located in

- a. the technicians room
- b. the steel room**
- c. the junior room
- d. the conference room

4. MSDS are

- a. material safety data sheets**
- b. material system data sheets
- c. management of safety data sheets
- d. material safety data system

5. All controlled products must be

- a. labeled
- b. identified
- c. labeled and identified**

6. Which safety item is not located in sight while in the Sardine Gallery?

- a. eye wash station
- b. fire extinguisher
- c. first aid kit
- d. MSDS booklet**

7. How many fire extinguishers are in the Volker Building?

- a. 4
- b. 5
- c. 6**
- d. 7

8. What must be dialed from a departmental phone to reach security?
- a. 9 931 6666
 - b. 931 6666
 - c. 6666
 - d. 911
 - e. 9 911
9. The First Aid Kits are located in
- a. the steel room
 - b. the atrium
 - c. the faculty office
 - d. a and b only**
 - e. a, b, and c
10. Flammable material cabinets can be found
- a. on the sculpture pad
 - b. in the junior/senior room
 - c. both a and b**
11. Safety instructions are located in the
- a. sculpture safety book in the steel room**
 - b. sculpture safety book in the faculty office
 - c. MSDS booklet
 - d. with the verification roster
12. The verification roster is located in
- a. the steel room
 - b. the faculty office**
 - c. the technician's room
 - d. the conference room
13. The **Sculpture Studio Guidelines** are designed to
- a. allow the KCAI community at large to be able to understand and appreciate the responsibilities and obligations that they have in regards to the Sculpture Department facilities and equipment.
 - b. allow the Sculpture community to be able to understand and appreciate the responsibilities and obligations that they have in regards to the Sculpture Department facilities and equipment.
 - c. allow the KCAI community at large to be able to understand and appreciate the responsibilities and obligations that they have in regards to the KCAI facilities and equipment.
 - d. allow the Sculpture community at large to be able to understand and appreciate the responsibilities and obligations that they have in regards to the KCAI facilities and equipment.
14. The sculpture guidelines are
- a. subject to change during any sculpture faculty meeting
 - b. based on common sense
 - c. intended to allow faculty to maintain their own safety and the safety of their co-workers and students.
 - d. all of the above**

15. Understanding and following the sculpture guidelines will assist in
- making the collective environment in the sculpture department run safely and efficiently.
 - addressing individual concerns
 - a and b
 - none of the above
16. In order for the following document to have any significance it is necessary that the following procedures be
- appreciated
 - respected
 - observed
 - all of the above
17. Safety
- priority #1
 - requires that every member of the KCAI community that interacts with the sculpture department on a physical level in the studio must know where all safety equipment is located.
 - all safety equipment must be kept in working condition and every item must be ready-at-hand and accessible all of the time.
 - all of the above
18. Safety equipment includes
- Fire Alarms
 - Fire Extinguishers/Blankets
 - Telephones
 - First-Aid Boxes
 - Eye Wash Station
 - Exits
 - all of the above
19. Safety signs and notices must be
- visible
 - informative
 - a and b
 - disregarded
20. Safety Notices and Markers include
- Fire Lane Paint
 - Exit Signs
 - Instructions for Stationary Tools and Procedures
 - a and b
 - a, b and c
21. Red and Yellow Safety lines
- lead to emergency exits
 - must be kept clear in order to enter and leave the studio through entrances and exits
 - are off limits to all material and projects
 - a and b
 - all of the above

22. The sculpture department is unable to facilitate all of the safety equipment required for the students in the department.

- a. true
- b. false

23. Face shields, goggles, leathers, and gloves should be purchased by students

- a. true
- b. false

24. Personal gear including respirators and earplugs should not be shared.

- a. true
- b. false

25. It is the instructor's responsibility to make sure that students know about what safety equipment is required for each project.

- a. true
- b. false

26. It is the student's responsibility to acquire any necessary equipment.

- a. true
- b. false

27. Necessary Safety Gear includes

- a. Hearing Protection - plugs or muffs
- b. Goggles - shatter resistant and splash proof
- c. Face Shield - full face
- d. Steel Toed Footwear
- e. all of the above

28. Necessary Safety Gear includes

- a. Respirator - particle and fume canisters
- b. Dust Masks - dust protection
- c. Leathers - cover arms and neck
- d. all of the above

29. Necessary Safety Gear includes

- a. Leather Gloves
- b. Rubber Gloves - industrial and disposable
- c. Coveralls - no cuffs
- d. Welding Goggles - #6 Oxy/Ace protection
- e. all of the above

30. Everyone must be aware of their surroundings and respect the potentially hazardous conditions in the sculpture studio whether or not they are directly responsible for the materials and processes being used in the studio.

- a. true
- b. false

31. List appropriate clothing

- a. loose clothing
- b. synthetic clothing

- c. loose jewelry
- d. none of the above**

32. Long hair must be tied back.

- a. true**
- b. false

33. Communal first-aid kits should be opened

- a. only in case of an emergency**
- b. for fun
- c. to supply personal safety kits

34. Personal kits should be

- a. purchased by students
- b. stored in private studios.
- c. a and b**

35. List of supplies for first-aid kit include

- a. Band-Aids
- b. Glycerin, disinfectant, hydrogen peroxide, or soap
- c. Gauze and tape
- d. all of the above**

36. In case of an **EMERGENCY**

- a. GET HELP**
- b. CALL OUT VERBALLY FOR HELP**
- c. **CALL KCAI SECURITY DAIL 9 THEN 931-6666**
- d. **CALL POLICE DAIL 9 THEN 911**
- e. **CALL FIRE DEPARTMENT PULL FIRE ALARM (Located by Steel Room SingleDoor exit and Atrium)**

f. follow this procedure in order from a to e until the emergency is under control

37. If any foreign matter has made contact with the eyes be sure to

- a. flush thoroughly for 15 minutes in the studio sink
- b. flush thoroughly for 15 minutes in the green eye wash station
- c. report use of eye station ASAP
- d. b and c**

38. Any use of the fire extinguishers must be reported

- a. in order to ensure that the container remains full.
- b. to the faculty
- c. to security
- d. to the technician
- e. to all of the above**

39. Students must ensure that they have had a tetanus shot in the last

- a. 3 years or they must obtain one within 72 hours after they receive a rusty cut.
- b. 5 years or they must obtain one within 72 hours after they receive a rusty cut.
- c. 10 years or they must obtain one within 72 hours after they receive a rusty cut.**

40. Medical problems that make people vulnerable to the sculpture facilities include

- a. Respiratory infections
- b. Extreme stress
- c. Recent Illness
- d. all of the above**

41. Medical problems that make people vulnerable to the sculpture facilities include

- a. Pregnancy
- b. Visual and Hearing Impairment
- c. Allergies
- d all of the above**

42. Medical problems that make people vulnerable to the sculpture facilities include

- a. Asthma
- b. Medication that cause drowsiness
- c. a and b**

43. Medical information

- a. must be given over to the academic resource center**
- b. must be given to the faculty

44. In case of fire:

- a. **ALERT** all people in area
- b. If possible, identify type of fire and use appropriate remedy
- c. Otherwise, **PULL FIRE ALARM** located by Steel Room Single door exit and Atrium
EXIT the facility via junior senior room, double door, steel
room, sardine Gallery
- d. **CALL KCAI SECURITY DAIL 9 THEN 931-6666**
POLICE DAIL 9 THEN 911
FIRE DEPARTMENTDAIL 9 THEN 911
- e. follow a through d until fire is under control

45. Material safety data sheets must

- a. accompany all hazardous materials
- b. be filed in the MSDS reference book located in the steel room.
- c. be copied and made available to faculty.
- d. all of the above**

46. Safety Labels must be fixed to all containers that contain the hazardous materials.

- a. true**
- b. false

47. Faculty must approve the use of

- a. physical discharges
- b. dead animals
- c. bio-hazardous materials
- d. fires and acids
- e. all of the above**

48. MSDS must be made available to the department.

- a. true**
- b. false

49. Labels must be fixed to all containers that require MSDS

- a. true
- b. false

50. Due to the **BLINDING, FLAMMABLE** and **ACIDIC** processes involved in the steel room, the metal pad and the foundry, all and any visitors must get the approval of the faculty in order to visit the facility both inside and out.

- a. true
- b. false

51. Demonstrations must be given prior to anyone gaining the rights to operate any and all equipment in the sculpture facility.

- a. true
- b. false

52. SMOKING IS ABSOLUTELY PROHIBITED IN THE STUDIO

- a. true
- b. false

53. FOOD AND BEVERAGES ARE TO BE CONSUMED INSIDE OF THE SHOP

- a. true
- b. false

54. ALCOHOL AND DRUGS ARE ABSOLUTELY PROHIBITED

- a. true
- b. false

55. DO NOT WORK IN THE STUDIO WHEN OVER TIRED

- a. true
- b. false

56. THE USE OF WALKMANS/I pods/ m3p layers OR PERSONAL HEADSETS WHILE MACHINING IS PROHIBITED

- a. true
- b. false

57. IT IS MANDATORY TO CLEAR AND CLEAN WORKSTATIONS WHEN LEAVING THE STUDIO

- a. true
- b. false

58. DISCONNECT TOOLS WHEN CHANGING BLADES AND BITS

- a. true
- b. false

59. REPORT DAMAGED TOOLS TO TECHNICIAN and lock tool out and hang out of order signs on equipment

- a. true
- b. false

60. TAMPERING WITH LOCKS AND DOORS IS STRICTLY PROHIBITED

- a. true
- b. false

61. HAZARDOUS MATERIALS MUST BE APPROVED BY FACULTY AND MUST HAVE A MSDS SHEET AND BE LABELED CORRECTLY

- a. true
- b. false

62. VISITORS AND CHILDREN MUST BE CLEARED BY FACULTY AND STAFF

- a. true
- b. false

63. ONLY SCULPTURE MAJORS AND STUDENTS ENROLLED IN SCULPTURE COURSES MAY WORK IN THE STUDIO

- a. true, unless approved by the sculpture faculty
- b. false

64. DEMONSTRATIONS MUST BE ATTENDED PRIOR TO OPERATING ANY EQUIPMENT IN THE STUDIO

- a. true
- b. false

65. NO EQUIPMENT IS TO BE REMOVED FROM THE SCULPTURE STUDIO AND GROUNDS (without faculty permission)

- a. true
- b. false

66. NO MATERIAL IS TO BE REMOVED FROM THE GLASS CONFERENCE ROOM

- a. true
- b. false

67. FACULTY AND STAFF ARE AUTHORIZED TO WORK ALONE IN THE STUDIO

- a. true
- b. false

68. PARKING IS ALLOWED ON THE PAD

- a. true
- b. false

69. TOOL ROOM IS NOT A CHECK OUT

- a. true
- b. false

70. NO FORGING AFTER 10 PM

- a. true
- b. false

71. NO HOT CASTING WITHOUT FACULTY OR STAFF PRESENT

- a. true
- b. false

72. STUDENTS MUST SIGN OFF ON A COPY OF THE CONTACT AND WORK HABIT GUIDELINE

- a. true
- b. false

73. Disregard for studio guidelines will result in loss of privileges and will result in a student hearing outlined in the KCAI student handbook.

- a. true
- b. false

74. Priority will be given to any and all classes that are scheduled and any sitting work will be removed.

- a. True
- b. False

75. All tables must remain clear for communal use in

- a. the steel room
- b. the covered pad
- c. the uncovered pad
- d. the forge, stone, kiln and foundry areas
- e. all of the above

76. All tools, machinery, equipment, and materials located in and around the Volker Building are to be solely used by members of the KCAI sculpture department.

- a. True, unless approved by the sculpture faculty
- b. False

77. As technical, theoretical or historical books and magazines located in the conference rooms are for reference for the sculpture department alone, this implies that

- a. no materials are to be removed from these locations.
- b. the resource rooms are intended to be clean rooms.
- c. only clean processes may be used in these rooms
- d. all of the above

78. The atrium is intended to

- a. be a clean meeting place.
- b. be used to display finished works for a short period of time.
- c. house an information wall.
- d. all of the above.

79. The sculpture office

- a. is intended for the sculpture faculty.
- b. has an open door policy (WHEN FACULTY IS PRESENT)
- c. operates as a check out for sculpture books to students
- d. a and b

80. Everyone is responsible for the labeling and notifying the technician of any equipment that is dysfunctional.

- a. true
- b. false

81. Only Sculpture faculty and the Technician may teach and permit students to use the department's facilities.

- a. true
- b. false

82. All users must be able to demonstrate proficiency before gaining access to all Metal Shop machines, Foundry and Kilns.

- a. true
- b. false

83. The power tools located in the tool room are intended for the maintenance to the sculpture facility and all equipment located there in is off limits to all but departmental faculty and technician.

- a. true
- b. false

84. All clamps, tack hammers, brushes, extension cords, and straps are to be used and promptly returned to the cabinet in the steel room.

- a. true
- b. false

85. A personal tool kit should be purchased by

- a. the faculty in the sculpture department.
- b. the students in the sculpture department
- c. all members in the sculpture department

86. Individuals must assume sole responsibility to the equipment they bring into the department and specialized equipment must be approved by faculty.

- a. true
- b. false

87. Much of the sculpture facility has been locked down and/or is off limits to non-faculty members of the sculpture department unless permission has been granted.

- a. true
- b. false

88. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. The Tool Crib
- b. The Panel Box/Heater Room
- c. The Forklift
- d. all of the above

89. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. Cast Metal Storage
- b. The Resin Catalyst
- c. The Sand Muller
- d. all of the above

90. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. The Cement Mixer
- b. The Storage Sheds
- c. The Power Washer
- d. The Foundry Supply Room
- e. all of the above**

91. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. The Faculty Office
- b. The Technician Office
- c. The Gas Lines to the Foundry and Kilns
- d. all of the above**

92. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. The TIG Welders
- b. The Plasma Cutter
- c. The Electric Kiln
- d. all of the above**

93. The following is a list of lock down spaces and equipment that is controlled by faculty include

- a. The Generator
- b. The Trailer
- c. The table saw (at times)
- d. all of the above**

94. Clean up of any processes and materials, including final art objects, should be the sole responsibility of the student.

- a. true**
- b. false

96. All unused materials and neglected artworks will be disposed of by the sculpture faculty.

- a. true**
- b. false

97. Heavy items should be broken up and discarded in smaller portions so as to not damage bins and the garbage truck.

- a. true**
- b. false

98. Sculpture students have access to the studio only while KCAI studio hours are open.

- a. true**
- b. false

99. Major classes and Elective classes are given priority during scheduled times and students working independently are asked to consult with the faculty prior to beginning any disruptive process.

- a. true**

b. false

100. Monitors are able to delegate certain tasks to studio users in regards to cleanliness and safety issues.

a. true

b. false

101. Monitors are given the authority to ensure and uphold the CONDUCT AND WORK HABIT GUIDELINES of the sculpture department at all times.

a. true

b. false

102. No one may work alone in the studio.

- a. true
- b. false

103. The buddy system must be used and only registered sculpture students may act as a buddy.

- a. true
- b. false

104. Insurance does not cover friends and family members and all unauthorized people will be asked to leave the studio.

- a. true
- b. false

105. Late night forms must be signed by

- a. the chair of the department and signed by the dean of faculty prior to 5:00 PM prior to the day the forms take effect.
- b. the chair of the department prior to 5:00 PM prior to the day the forms take effect.
- c. the dean of faculty prior to 5:00 PM prior to the day the forms take effect.

106. All personal tools and equipment must be stored in designated lockers and designated space on the sculpture pad.

- a. true
- b. false

107. Only projects being worked on can be stored on working skids and finished work must find its way off of the sculpture pad at the end of each assignment.

- a. true
- b. false

108. All work installed on campus is the student's sole responsibility.

- a. true
- b. false

109. Administration will bill any student the cost of removing the work by maintenance if the work is left on campus.

- a. true
- b. false

110. The sculpture department does not assume responsibility for works approved on campus by administration.

- a. true
- b. false

111. All work at the end of each term must be removed from the sculpture department.

- a. true
- b. false

112. Each term ends with an all department clean up that is mandatory for all enrolled sculpture students.

- a. true

b. false

113. Faculty can adjust grades of their students if the end of term clean up is neglected or disregarded.

a. true

b. false

114. Students may petition if they deem any of the guidelines to be unfair, however, disregard of the guidelines, as they stand at this time, may result in

a. loss of privileges.

b. student hearings.

c. a and b

d. the end of the world as we know it.