The premises of the Academy of Fine Arts

The Academy of Fine Arts is located at the Arts Campus on the banks of the Ume River, only a short walk from town center. The premises consist of studios, workshops and offices on a surface of 3000 m². The Academy also has a gallery at the Arts Campus.

The academy is open during office hours, only students and staff at the academy are allowed to reside on the premises at any other times.

Error report
Errors on the facilities during office hours are reported to
Robert Djärv 070-376 25 41 / robert.djarv@umu.se
Gunno Bengtsson 070-376 25 38 / gunno.bengtsson@umu.se
Emergencies at other times: Baltic 090-14 46 77

The University Security Number 090-786 76 00 can be used around the clock when:

- you want to get in touch with a security guard
- you have locked yourself out, forgotten your access card or keys
- you discover unauthorized persons on our premises
- you want to report observations concerning security or safety
- you feel uncomfortable going out to your car in the car park
- you have information which is important for the university or security staff
- you want to report problems with the access and the Intrusion Detection System.

UMU-card
All students and staff at the Umeå University will be offered a UMU-card. That is a multi-function card used for access to the premises, library card at University Library (UB) and copy/print-card with cash free payment via Payex.
More info on the UMU-card at: https://www.aurora.umu.se/Stod-och-service/Campus-och-lokaler/umu-kortet/

Maintenance of the premises
University services’ staff will clean corridors and public spaces, ie clean floors and empty garbage bins. They do not clean the school kitchen, it is up to everyone to
keep the kitchen tidy.
Every grade has one fridge/freezer and one larder for storing food.

It is not permitted to bring pets into the premises and smoking is only allowed at certain places outdoors.

Public spaces as for example the entrance hall, project spaces, the seminar room and the library must always be cleaned and tidied after use.

The corridors must be kept open to passage and must not be used for storage. Large paintings might be placed in the corridors as long as they are placed along one wall only. Storage spaces are available at floor 3 and 4. This is most important for fire protection reasons.

**Project spaces**
There is a number of project spaces at the academy that can be booked for one week at the time.
In the project space on ground floor, the scheduled activities have priority in the booking system.

The project spaces are reserved at Cambro [https://www.cambro.umu.se/portal](https://www.cambro.umu.se/portal)
When you have finished using the project space, it is up to you to make sure the space is ready to use by the next person in line, this means that you shall:
- remove everything you’ve brought in there
- clean
- paint over stains that won’t go away with cleaning
- tables and chairs from the seminar room must not be used in the project spaces

If you’re unable to use the space during the reserved period, the booking must be removed from Cambro as soon as possible.
If the reserved space is not being used during the first day of the booking, it is free to use by anyone else, provided that you have checked with the person who made the reservation.

If you have any questions regarding the booking system, please talk to Jeanette Nilsson, jeanette.nilsson@umu.se

**Studio spaces**
It is up to the students to divide the studio spaces between themselves when the autumn semester starts, this will be done with documents provided by and the assistance from the Fire Protection Representative and the Administrative Secretary. The five larger studios on floor 3, 4 and 5 are meant for BFA1 students
and shall be shared by 2 – 3 students. The studio spaces must be emptied during exchange studies or a longer study leave to make room for other students. The studio spaces are work spaces, they count as public spaces and must not be used for accommodations or as a private space in any way. No beds or large sofas are allowed. The students take care of the cleaning themselves. You must never attach any items to the windows, since that can make the glass crack.

The Workshops
A general introduction to the workshops for BFA1 and MFA1 focusing on safety and environmental impact, is performed every year at the start of the study year. Individual tutoring is required before the students are allowed to work unaided. The staff responsible for the workshops evaluate the aptitude and skills of each student.

Due to the risks, working alone in the workshops is not allowed.

The responsible staff informs on routines and regulations in each workshop. The students sign a contract to follow the provisions in terms. Only current students who have signed the contract to follow the provisions in terms, are allowed to use the workshops.

The staff responsible for the workshops at the academy are present in the workshops on a daily basis and have a good view of the work taking place. They continuously monitor the equipment and materials used and take all necessary precautions for an in all aspects safe work to be conducted.

Alcohol must not be used on the premises according to the Ume University regulations. Exceptions can be made at special occasions, permission must then be applied for to Rector. This must be done at least seven days prior to the occasion. The Fire Protection Representative and the Administrative Secretary must be involved in planning of the occasion.