BUILDING

REGULATIONS

Is the studio a **LEGAL WORK SPACE?**

Are your **ART SUPPLIES ALLOWED?** in the building or studio

Check building code/ zoning regulations that could affect your studio plans.

ARE THERE ANY RESTRICTIONS about noise, fumes, visitors, or retail sales?

STUDIO SPACE

WILL YOU HAVE A LEASE?

A lease assures you are protected by tenant laws.

Was the studio/building designed as an artists' space? Was it something else before that might present a health hazard?

Who is responsible for paying for snow/garbage removal, repairs, utilities, etc.?

If you are in a high crime area, consider your own alarm.

What precautions should you take to prevent THEFT, PROPERTY DAMAGE, or PERSONAL HARM?

IS THERE AN **ALARM SYSTEM?**

VIEW THE SPACE AFTER DARK. IS THERE SUFFICIENT **LIGHTING** in the entry, parking lot, hallways, etc.?

SHARED STUDIOS

Who is the official **TENANT** on the lease?

DO YOU HAVE A **STUDIO PRE-NUP?**

Is **SUBLETTING** allowed?

ARE OTHER OCCUPANTS **BEING SAFE?**

ELECTRICAL

SERVICE

- Are all wires, meters, and breaker boxes intact and undamaged?
- Is the electrical amperage high enough to meet your equipment needs?
- Does the breaker box have enough slots to handle the number of circuits you need?

CIRCUITS + WIRING

ARE THERE ANY **OVERLOADED CIRCUITS?** Are they labeled properly?

WHAT TO CHECK:

- Trace the circuit back to the panel. Its breaker will show the amperage; typically you should not exceed 80% of that number.
- If it's unlabeled, the panel cover may have to be removed to trace the line in its breaker.
- Consult an electrician to make sure your electrical needs are being met safely.

Are outlets that are located within **6 FEET** of WATER protected by GFCIs? (Ground Fault Circuit Interrupters)

Are cords in good shape?

IS THE **LIGHTING GOOD** for main and task-specific needs?

ARE THERE **ENOUGH OUTLETS?**

Extension cords are only temporary wiring solutions.

HVAC HEATING, VENTILATION + AIR CONDITIONING

HAVE A REGULAR SCHEDULE

for maintaining your heating and cooling system by replacing filters & scheduling routine service by a professional.

When heating your studio:

- Keep particulates away from a furnace's combustion source
- Keep flammable objects away from electric heaters (baseboard, mounted or freestanding) and keep heaters free from dust

ARE **FLAMMABLE OBJECTS AT A SAFE DISTANCE** from heaters?

IS THERE **ADEQUATE FRESH AIR?**

HAZMAT HAZARDOUS MATERIALS

FUMES + VENTILATION

DO YOU SMELL **ANY FUMES** LIKE **GAS, SMOKE** OR **VAPOR** in the **HALLWAY, STAIRWELL OR STUDIO?**

Do others in the building and adjoining spaces **USE HAZARDOUS MATERIALS?**

Does the building have **GOOD VENTILATION?**

PLANNING + KNOWLEDGE

DO YOU HAVE A COPY OF THE **SAFETY SDS DATA SHEET** for every chemical you use?

MAKE A CHEMICAL HYGIENE PLAN

Understand how chemicals you use affect skin, eye, respiratory system, etc.

ARE THERE LESS TOXIC OPTIONS FOR YOUR ARTISTIC PROCESS?

- ✓ Wear a NIOSH approved respirator and cover skin.
- ✓ Make sure you have adequate ventilation so fumes disperse outdoors safely.
- ✗ Don't cross-contaminate areas of your studio with hazardous materials.
- ✓ Wash your hands thoroughly after using hazardous material.

STORAGE + DISPOSAL

Store materials in original or compatible containers, making sure they are properly labeled and sealed and still useable.

NEVER store toxic materials above shoulder height and secure containers to prevent tipping or falling over.

Many chemicals can combust if improperly disposed.

DO YOU KNOW THE **DISPOSAL METHOD** for all chemicals you use?

Store your **COMPRESSED GAS AT LEAST 20 FEET** away from combustible material or oxygen

Check with municipalities about designated areas and times for hazmat disposal and be careful during transport.

INSURANCE

BUSINESS

- Studio contents and other studio assets are not protected unless you have proper business insurance.
- Contact an agent who works with artists to determine rates and best coverage for your needs.

Visit www.cerfplus.org /insurance-hub

RENTERS

- Your landlord may require you to purchase a renters insurance policy.
- Homeowners or renters usually excludes business property and liability.
- Your landlord's insurance coverage most likely does not cover damage or stolen personal property from your studio such as electronics, equipment, supplies, artwork, etc.
- Renters insurance may cover losses caused by:

WEATHER: Fire, storms, wind, hail, lightning, freezing, ice, snow or sleet

NON-WEATHER: Theft, vandalism, riots, and vehicles

SAFETY

EQUIPMENT + SUPPLIES

- Use glasses, goggles or face shields to prevent eye injuries.
- Use earplugs and/or earmuffs if noises exceed 85dB.
- Use appropriate protective gloves.
- Install a filtration system and use dust masks to protect against airborne sprays and particulate matter.
- Avoid loose clothing, jewelry or loose long hair when working with power tools or fire.
- Keep safety & studio equipment well maintained.

Have **SAFETY KITS** in Your Studio.

IS THERE AN **EYE WASH STATION** ANSI STANDARD TO MINIMIZE THE EFFECTS OF ACCIDENTAL CHEMICAL EXPOSURE?

- Place your equipment in areas that AVOID CONTACT WITH FIRE, WATER, ELECTRICITY, AND FLYING OBJECTS.
- MAKE SURE EQUIPMENT HAS ALL SAFEGUARDS working and in place.

COMMUNICATION

IS THERE **GOOD CELL PHONE** coverage in the building and in the studio?

Do You Need a Land Line?

How would you contact emergency help in the event of an accident?

Let people know when you go to or leave the studio.

STRUCTURE

OVERALL

- IS THE FOUNDATION SOUND?
- DO LOAD-BEARING WALLS AND COLUMNS SHOW ANY DAMAGE?
- ARE ELEVATORS REGULARLY CHECKED?

RESOURCES

- Landlord or another tenant
- Town website for zoning and ordinances
- Local renters or business association
- Local real estate lawyer or realtor

Are there signs of water damage?

Is there any visible or potential for **Mold or Mildew?**

CHECK:

- Basements
- Near leaky plumbing with condensation
- Walls, ceilings, and attics

IS THE STRUCTURE AT RISK OF?

- Floods
- Earthquakes
- High winds
- Mudslides
- Wildfires

Visit: https://www.fema.gov/determine-your-risk

IS THERE A **RISK** OF **ICE** building up, falling, or melting?

IS **PARKING** adequate?

Is it close to **PUBLIC TRANSIT?**

Are there any **OVERHANGING TREES** that would affect the structure, power or access?

Are there **RODENT DROPPINGS** or evidence of traps?

FIRE+CO

SMOKE DETECTOR **CO DETECTOR** **FIRE EXTINGUISHERS** **SPRINKLERS**

installed in appropriate location(s) + in working order?

EXITS

HAVE A PLAN posted for routes to leave the studio/building in case of fire or other emergency

Are stairs and fire escapes accessible and clear with AT LEAST **36"** of clearance from any obstructions?

cerf+ Craft Emergency Relief Fund

cerfplus.org

CERF+'s studio safety poster serves as a companion to the guide and will act as a visual reinforcement to materials covered in the tutorial.