

Process and Procedure for Artwork to UTSA Structures

This document outlines processes and procedures for affixing works of art to UTSA structures. The activities herein outlined pertain to both the process and approving authorities (UTSA Office of Facilities Planning and Development) and to the requesting party (e.g., academic department, student group, committee, etc.).

The Office of Facilities is responsible for administering all changes to UTSA property (UTSA HOP 8.3¹) and approval of any building alteration, whether structural or aesthetic, is the purview of the University Architect through the Planning and Development Department.

Action is divided into three stages: (1) Pre-Request, (2) Request, and (3) Implementation.

Pre-Request /Planning

In the planning stage the requesting party devises a project and prepares a document for the Facilities Planning and Development Department's review which includes details related to the following:

1. Approval from Lead Art Curator, University Art Specialist
 - a. Have you received written notification the art meets all University standards for acceptance and approval for the artwork to be placed in the desired location?
 - b. The approval of the University Art Curator is required for any proposed installation.

2. Art Type and Longevity
 - a. Is it a painting, mosaic, mural, relief, etc?
 - b. What material is the work composed of? Is the material subject to decompose, warp, rust, or degrade to a degree that removal is warranted?
 - c. Has a quality standard been set—in concurrence with the University Art Curator—which establishes a *life expectancy* or restoration timeline?
 - d. Will preservation work need to be performed to maintain quality and integrity of the art object? If yes:
 - i. How often, at what intervals? (annually, bi-annually, etc.)
 - ii. Who will perform the maintenance/preservation work?

¹ *The Office of Facilities has the responsibility for all maintenance, repair, upkeep, remodeling, alterations, and additions to all University physical facilities regardless of scope. Any modification, alteration, or addition to the physical structure of any University state-owned or leased facility or environs or grounds by a University department regardless of funding source, must be performed by the Office of Facilities (also referred to as Facilities), or a professionally licensed professional with oversight provided by Facilities.*

- iii. Who is responsible for financial obligations associated with the preservation work and materials?
- e. Will any portion of the art work be affected by humidity, temperature, extreme wind, water, or chemicals? (For example: art external to a building may be subject to breezeway cleaning procedures which could include blowing, washing/power washing—possibly involving chemicals.) What action will be taken to protect the art piece from natural or commercial forces? Who will perform the action?
- f. Is the art display set for a specific duration (e.g., a semester, year, five years, etc.) or will it remain affixed until conditions necessitate removal? Who will determine whether condition warrants removal?

3. Affixing and Removing Artwork

- a. How will the work be attached to the structure? Provide a drawing of the anchoring system to be used and materials specifications (e.g., bolt dimensions and capacity).
- b. Will a plaque associated with the art work be affixed along with the work? If yes, provide details—the size, material and lettering.
- c. Who will conduct the installation, UTSA Facilities or an outside contractor? (outside contractors must be supervised by facilities). If students are involved with the installation, the Office of Environmental Health, Safety, and Risk Management must be involved as this involves liability issues.
- d. Will adding the art necessitate changes to the structure's existing conditions—such as, moving or removing a sign/title/other art piece, adding accent lighting or attribution plaque?
- e. Include a statement acknowledging that the art installation initiator is financially responsible for any repair or alteration to the art work or anchoring system (should it become necessary).
- f. Include a statement acknowledging that once/if the art work is permanently removed, the art installation initiator is financially responsible for restoring the structure (e.g., removing anchoring system and patching holes).

4. Insurance

- a. Will the art work need to be insured? If yes, provide a statement acknowledging responsibility for insurance procurement and renewal.

Request

The requesting party submits their request on line at facilities.utsa.edu > iServiceDesk > Space Request. The request requires approval from the party's College Dean or administrative department. A representative from Facilities Planning and Development (FPD) will meet with

the requestor(s) and review all supporting information (the output from pre-request activity). After FPD vets the request it will be presented to the UTSA Space Planning and Advisory Committee (SPAC) for deliberation.

SPAC has final authority to approve/disapprove. FPD will inform the requestor(s) of the decision.

Implementation

If the request to affix art to a UTSA structure is approved, then the requesting party must next submit a work request at facilities.utsa.edu > iServiceDesk > Work Request. This engages facilities Operations and Maintenance (O&M) and/or Engineering and Project Management (EPM) in the process of completing the installation work; whether the work of affixing the art is carried out in-house or by a contractor. [Note: requestors must have a Function 800 Cost Center number or the request cannot be processed.]

A representative from either O&M or EPM will contact the requesting party and begin the process of scheduling and controlling the installation. Installation by students will require training, insurance, and waivers. The requesting party must coordinate with the UTSA Office of Environmental Health, Safety and Risk Management.

Once the art work is affixed, it is the responsibility of the requesting party (as art *owner/originator*) to monitor the piece for its integrity, maintain its quality, make arrangements and incur costs for its restoration, repair or removal, renew insurance for the art work, and for any repair to the UTSA structure if the art work is removed.

Art is a nail to which we fasten our ideas.²

² Variation of Georges Braque's quote: "Painting is a nail to which I fasten my ideas."