Pottery Open Studio Student Guidelines

Supervised Open Studio is provided as an opportunity for students who are currently enrolled in classes at the Arts Center to practice and develop the skills/techniques they have learned in class. Open Studio is Sundays 1-4pm. Each Open Studio session is monitored by a trained Studio Assistant or Instructor. These Monitors are responsible for ensuring students are following proper procedures throughout the duration of the Open Studio. Instruction is not provided but general procedural questions are highly suggested for new students.

As a participant in Open Studio, you are welcome to use the space and supplies to practice and develop your skills. We rely on you to help maintain a positive learning environment for everyone participating. Please review the procedures and safety guidelines below. The Open Studio participant is expected to:

- Use the space between 1-4pm on Sundays. Open Studio is limited to 1pm-4pm for sessions you have previously signed up for and paid in full. You will not be allowed in the studios prior to 1pm on Sundays.
- Sign in on the open studio session list and ensure the list shows you as paid. Students who are not on the list or paid in advance will be asked to leave and sign up for the next session.
- **Follow all studio and safety guidelines outlined below.**
- Use table tops for drying work during Open Studio. Cover and replace work-in-progress to class shelves at the end of the session.
- Begin cleaning up at 3:30pm to ensure you are finished and ready to leave the studio at 4pm. **This includes cleaning tools and equipment you used, wedging your flops, and helping to clean common areas.**
- Do not leave personal items in the studio. The ACCR is not responsible for any misplaced or lost personal items.

**General Pottery Studio Procedures**

**SINKS:** NO CLAY IN THE SINKS! The sink area must be cleaned by the students at the end of every class and Open Studio.
- Clean and return all hand tools to the drawers near the sink
- Rinse plastic containers and store them under the sink
• Wipe down the sink and counter area
• Date of last cleaning of clay traps will be kept on the sink traps

**WORK TABLES:** At the end of each class, tables must be cleaned completely and free of artwork, tools and ware boards. Newspaper, plastic and ware boards are stored in bins under the tables.

**WEDGING & FLOP TABLE:** At the end of a class always-
- Re-wedge used clay and return it to the clay bags
- Return any tools, plastic or ware boards to their shelves
- Scrape all clay off the canvas (dry scraps go in the slurry bucket)
- Wipe with damp sponge to remove clay and dust

**AREAS SPECIFIC TO WHITE/BROWN CLAY:** Some surfaces of the studio are used with a specific type of clay. There are separate flop tables, wedging tables, and clay cloths for the slab roller for each clay type. Please avoid cross-contaminating these surfaces.

**CLAY:**
- Re-wedge un-used clay at the end of class or Open Studio and return it to the clay bins.
- Overly soft clay from throwing must be re-wedged and bagged.
- Slurry is put in the reclaim/slurry buckets. Clay that is too dry/hard to wedge, break up into small one-inch pieces and place in dry/trimmings buckets in reclaim area.
- Use recycled clay during Open Studio. We have a 50/50 policy for classes where students should use factory clay 50% of the time and recycled clay 50% of the time. This is on the honor system. A good way to regulate this use is to use factory clay during class time and recycled during Open Studio. If you don’t attend practice sessions, you should use recycled clay half the time in class.
- Factory clay is not available during Open Studio. On a special case basis, a minimal amount may be allowed by permission of the Monitor depending on the project (i.e. handle for a mug).

**WARE BOARDS:** Are stored under the tables, usually made of wood, are used to store work, and must be cleaned after being used.

**SLAB BOARDS:** Are stored under the table in Studio B, near the slab roller. They are made of sheetrock with taped edges. They are used only for slab work. DO NOT STORE WORK ON SLAB BOARDS.

**BANDING WHEELS:** They are stored on shelves and under the worktables. They must be cleaned after using. DO NOT STORE WORK ON BANDING WHEELS.

**GLAZING ROOM:**
**ABSOLUTELY NO EATING OR DRINKING IN THE GLAZE ROOM**
- Table- Cover table with newspaper before you begin glazing!!!!
- Wax resist- If you spill wax resist anywhere, it is important to clean it up immediately with hot water. Use only designated wax resist sponges and brushes (the spongy ones)
• Ensure clean tools are used in each glaze and no cross-contamination occurs between glazes.
• Return the lids to glaze buckets when you are finished with a glaze.
• Clean up glaze spills (even on the floor) immediately.
• Sponge down the table and sink area at the end of a glazing session and clean any tools used and stowe.
• If a glaze becomes contaminated with another glaze, notify a Monitor or Instructor, who should label the bucket and lid with a large visible sign and notify the Pottery Studio Coordinator.

POTTERS WHEELS: After use:
• Turn off the wheel
• Pre-clean all tools, wheel surfaces, and splash pans with throwing water before bringing to sink.
• Remove and empty splash pans into the slurry bucket.
• Wipe pans with a sponge thoroughly before washing them at the sink.
• Clean the wheel head and the deck surface with clean sponge.
• Put the pedal on the deck.
• Put the stool on the wheel head.
• Use the broom and long handled dustpans to clean floor---these scraps go in the trash, not in the slurry bucket! Mop area around the wheel.

SLAB ROLLER: Is used for both white and brown clays. There are separate canvas cloths for each; keep them separate. Operate the slab roller with clean hands; keep the metal roller clean. This is not a heavy-duty slab roller. Pre-flatten clay to a thickness close to the desired thickness before rolling it. Remove the clay slab to a ware board before cutting it. **Do not cut the slab while it is still on the canvas.**

EXTRUDERS: The one for white clay is in Studio B; for brown clay in Studio A.
• Use soft clay when extruding.
• Do not leave the plunger in the barrel; it is dangerous to passersby.
• Use the red/blue guard when extruding hollow forms, so the die is not damaged during the extrusion.
• Clean thoroughly at the end of class or Open Studio. Scrape excess clay and sponge the barrel thoroughly.

STUDENT WORK:
• Four weeks after students final class ALL bisque and glazed pieces must be removed from the studio to make room for new classes and students. If a student is not currently enrolled in a class or session, work left behind after four weeks will be donated to Empty Bowls or discarded to remove shelf clutter.

ASSISTANT SHELF SPACE: The Studio Assistant shelves are in Studio B. Please use these shelves for the storage of works in progress only. Store tools in lockers. Space is limited so please limit your tools/supplies to things you use on a regular basis.
General Arts Center Safety Guidelines

- **Evacuation Route**: The closest route to exit the building from the Pottery Studios is to your left, out the back door. If that is blocked, use the stairs. Refer to diagram
- **Eye Wash stations** are above all sinks
- **Materials Safety Data Binder**: Is a list of all potentially hazardous materials used in the pottery studios. It is stored in the cabinets above the sink in Studio A
- **Fire Extinguishers** are located in the hall outside Studio A and in the kiln room
- **Accidents**: In the event of a serious injury, appoint someone to stay with the injured person, and someone to go to the front desk to call 911. Studio phones do not make outside calls
- **Minor injuries**: Report all injuries to the front desk and fill out an **Incident and Accident Report**. The injured person and the Faculty or Studio Assistant will sign the report. First Aid kits are in cabinets above the sinks

Pottery Studio Safety Guidelines

1. Tie back long hair, remove hanging jewelry and tuck in loose clothing while working with wheels or other machinery.
2. Wear proper footwear while working. Do not wear sandals or open-toed shoes.
3. Eating is not permitted in work areas.
4. Wipe down wheels, tables and all other surfaces with wet sponge after working. Wipe dry clay into hand and then into the recycling bucket. Clean up spills when they occur. Wet clay on the floor is slippery and dry clay creates dust.
5. Wet-mop floors to control dust & ALWAYS spray floor with spray bottle before any light sweeping.
6. Do not inhale clay or plaster dust. Appropriate dust masks must be used by Assistants when mixing glazes, when working around air born clay and when working in a plaster dust area for an extended period of time.
7. Wash hands upon arrival and before leaving the studio.
8. Avoid prolonged contact with glaze materials. Assistants should use gloves and mask when handling dry powders.
9. Do not touch the kilns. Only instructors and qualified assistants* may work with the kilns.
10. Do not put pottery tools in the reclaim buckets. This is dangerous to the clay makers and to those who use the recycled clay.

*A qualified assistant is an individual who has received Arts Center Pottery Studio training by an assigned instructor or current studio assistant. All studio assistants must be approved by the Arts Center Education Department.
Pottery Studio Procedure and Safety Guideline Acknowledgement

Name:______________________________________________

Class:______________________________________________

I certify that I have read the above pottery studio procedures and safety guidelines and agree to follow these while using the space for class and Open Studio. I am aware of the potential hazards associated with the use of the equipment and materials. I understand that as a participant at The Arts Center, I am responsible for maintaining safety standards set forth in pottery class and Open Studio.

_________________________________________            ________________
Student Signature            Date