

Clay Works Studio Policies

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*****ONLY CLAY PURCHASED AT *ClayWorks*
WILL BE ALLOWED*****

Unknown clay brought into studio poses a risk to the firing process. Cost of clay includes firing and glazing privileges.

Managing the Clay Cupboard:

- Teachers will sell clay during the first 10 minutes of each class.
- Clay cupboard is to be closed and locked for the balance of the class
- Studio Managers may sell clay outside of class times on an "as needed" bases

Purchasing Clay:

- Students/Studio Members must complete the clay purchase envelope, enclose money, submit to teacher to review, and place in box
- Teachers should ensure that students complete the clay envelopes in full (name; date; clay; \$; etc) and initial envelope
- Teachers requiring demo clay (max 2 bags per semester) are to complete the clay purchase envelope and place in box

**IOU's are not encouraged as a standard practice.
However,**

- Students/Studio Members submitting IOU's must complete the clay purchase envelope in full, clearly indicating it is an IOU, submit to teacher to initial and place in box
- IOU's must be repaid within 7 days
- Repay IOU by completing the clay purchase envelope in full, enclosing money, clearly indicating repayment of IOU and submit to teacher to initial, place in the box
- Clay manager will email student/studio member and teacher/studio manager when repayment is outstanding

Maintenance/clean-up procedures during Classes

- All wheels must be completely wiped to free from clay residue. The next person to use the wheel should not be able to tell what colour your clay was.
- If trimming has caused excessive floor litter around wheel, please use the hand-held broom to gently sweep and then mop as needed. DUST IS BAD!
- Unplug and switch off wheel, place stool and bench on top. (this makes it easy for the cleaners to clean)
- Pour slops and water from bowls into bucket 1- avoid pouring down sink, slops can also be put in large reclaim container.
- **Clean your tools and basin in the buckets** or at your wheel! Please don't run the water to clean tools.
- **Students are encouraged to recycle their own clay.** Clay recycled in the large bins is recycled by Clayworks members and is used for the kid's class. It is sometimes available for members.
- All leatherhard clay and harder should go into smaller recycle bucket on bottom of trolley to dry out as it will not break down in slops.
- Wipe sink and rinse bowls and sponges.

WATER and BUCKET System PRIORITIES:

- 1 NO clay down the sink**
- 2 LESS congestion during classes**
- 3 CONSERVE WATER!**
- 4 No GLAZE in buckets please.**

How its supposed to work:

Bucket 1:

SLOPS and water- it starts the day out empty-
dump your bowl and scraps

Buckets 2 and 3- Clean tools and basins NO
RUNNING WATER TO CLEAN TOOLS PLEASE!

Bucket 4 – Cleanest! Final rinse, get bowl
water, hands wash, quick sponge dips for
wiping

After water has settled in buckets, (in the morning, first person in studio):

1 Pour clean water off into a new empty bucket. Make this bucket 2 (number tags are transferable)

2 Pour/wipe all clay residue into bucket 1 or reclaim (if thick) and switch out for a new empty bucket. Put old #1 on floor near wall to settle out.

3 Pour new warm water into buckets 3 and 4.

GLAZE There are now supposed to be 2 buckets of water in the glaze area for rinsing off glaze. Let's go 1-2 and keep switching out the most dirty- I will mark a bucket for **glaze dregs only** so it doesn't contaminate the reclaim.

Wax cleaning- hot water in small container, don't run water please.

Glaze protocols:

- Please do not double dip on outside of pots all the way to bottom. Glaze will run and ruin shelves.
- Do not contaminate the clear glazes by double dipping.
- Keep rinse bucket for drill mixer clean by replacing water after your glaze session.
- Make sure your pots have a wax line of at least 4mm, and bottoms wiped clean.
- Wax needs to be totally dry before dipping into glaze.
- If a pot breaks in the glaze bucket, the bucket must be sieved before next use.
- Wipe glaze table clean after using.
- Pots which are not signed, or pots with glaze on the bottom or excessive glaze, will not be fired.

STUDIO EQUIPMENT

Wedging Tables

- Ensure the wedging tables are sponged clean to avoid dust formation.
- Use plaster surfaces for excessively wet clay, paying attention to white-side/red-side labels
- Do not cut clay on plaster or canvas surfaces.

Slab Roller, spray booth and other equipment

- Do not use any equipment until you have been taught or briefed about it.
- Replace all small equipment (heat gun, blender, tools) back where you found it.
- Slab roller has marked start and end points. DO NOT roll past these marks!
- Air compressor for spray booth needs to be rolled over then replaced by desk. It is loud and finicky- use sparingly.

Consideration for the Kiln Loaders

A reasonable number of pots per student will be fired. If a student makes several pots outside of class, or if an excessive number of cookie-cutter or slab reproductions are made, the firing committee reserves the right to refuse to fire them.

Ware Considerations

NEVER TOUCH ANOTHER POTTER'S WORK AT THE LEATHER HARD, GREENWARE, BISQUE, OR GLAZE-READY STAGES!

- Always sign your pots
- Take finished work home promptly to avoid loss and studio clutter.

Final Word

ClayWorks belongs to all of us! Get involved by doing your service hours so we can all benefit from a well run and clean studio.

Let Rosalie know:

If there are any problems or shortages!

If you have an idea for a better running studio!

If you have materials that would benefit us!

If you are unsure about how something works!

Studio log book is on the desk- please write down your comments, requests and ideas if you don't see the Studio Manager in person.

**Happy Potting! Keep on Wiping,
DUST IS BAD!**