

## **Ceramic Studio Guidelines – Summer 2022**

### **STUDIO ETIQUETTE**

- Pomoarts Ceramic Studio is a teaching and hobby studio and does not support full-time production pottery.
- Studio hours are determined by scheduled classes/instruction and the availability of the space.
- Wear long-hair tied back and do not wear clothing or jewelry that hangs off the body for your own safety.
- Always wear close-toed shoes with rubber soles in the studio (no open-toed, high-heeled, open-heeled shoes like flip-flops, sandals, clogs for your own safety).
- Clean your hands before touching door handles, shelves, the sink, etc. Clean up after yourself and wipe down any surfaces as needed.
- A bulletin board is provided for studio and community clay-oriented announcements only. You need approval by studio technician before posting information on the board.

### **MARKING AND STORING WORK**

- Students must sign all work with first name and last initial plus class letter circled. This will help the studio technician identify the maker if they have any questions. If you do not sign your work, it will be placed on the questions on the 'Check it out' shelf in our studio.
- All work to be fired needs a firing ticket for ^6(glaze firing). Works without a ticket will be placed in the "Check it out" shelves and will not be fired. The firing ticket requires an accurate glaze description and a drawing of your name plus class letter circled or symbols in a circle.
- Place firing tickets inside or under pots in the appropriate 'to be fired' shelves.
- Store work in accordance with the shelving labels. Your day of the week and instructor class will be identified on a shelf or shelves for work in progress. When work is half way dry it may be moved to the shelves for bisque firing. Studio technician reserves the right to not load pieces into the kiln that are insufficiently dry.
- If pots are on greenware shelves (ready to bisque) or glaze shelves (ready for glaze firing) and they need to be moved, enlist studio technician to move other people's pots.
- Works that are unmarked, have glaze drips, or may otherwise be deemed unsafe for the kilns will be placed on the "Check it out" shelves with check it out ticket.
- Fired works should be picked up within two weeks.
- Student must clear out all the belongings and left over clay and clean all the wearboards, bats etc and return to the right place at the last day of your open studio.

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### **PRODUCTION**

- Each student and enrolled open studio participants may make a maximum of 15-18 pieces per session. Pot sizes are limited by kiln and kiln shelf sizes.
- The maximum size is up to 10-12" in diameter at the base, 12" in diameter at the top and 12" tall. For rectangular or free-form pieces, the maximum size is 8" x 15". Pieces less than 3" in diameter are two-for-one. There is no limit on test tiles if less than 3".

*\*Note that if the majority of the pieces are the maximum size, the firing schedule will be delayed due to limited kiln space.*

### **PRODUCTION DEADLINES**

Students and open studio participants are asked to follow these deadlines:

- Last Wet Clay Day - The second-last week of your class is the last day a project can be started in class. You can finalize your piece(s) at the open studio that same week and move to kiln room for bisque firing.
- Greenware Deadline – The last day (final class day) of your classes for students or second last week of open studio for enrolled open studio participants; all greenware projects must be moved and placed in the kiln room shelf for bisque firing. **No new projects can be started at this point.**
- Glazeware Deadline - The last day of your open studio (a week after your final day of class) or enrolled open studio participants; all projects must be glazed and ready for final firing and placed in the kiln room shelf.

At the end of each session, an email will be sent to students when final projects can be picked up. We will strive to complete all firing after the last week of open studio. **Unclaimed pieces will be discarded after the pick-up deadline.**

### **The WHEEL THROWING ROOM**

- Students are to clean the entire wheel, splash pans, bats, including under the wheel head, and legs.
- After cleaning entire wheel, the foot pedal must rest on the wheel.
- Stools should be cleaned and put right side up on the table after the table has been cleaned as well to free the floor for cleaning.
- Tables are to be spritzed with water to prevent dust and scraped of clay, then sponged clean.

*\*It is important that all students know it is their responsibility to clean for health reason.*

### **HANDBUILDING ROOM**

- Students should thoroughly clean all equipment, tools, molds, wareboards, textures, rolling pins, bending-wheels, canvas for slab roller and table etc. spaces using wet-cleaning techniques (i.e., sponge, spritz and scrape). All equipment must be left clean and ready for the next class.

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- Students must also put the chairs on top of table after cleaning the table.
- Make sure all clay scraps are disposed of properly.
- Student should clean their work area and wedging table with wet sponge.
- Any new materials including underglazes that the instructor or student wants to use must be approved by the studio technician before use.

### **THE GLAZE ROOM**

- Glazing must be done under the supervision of an instructor or studio manager until the user has approval for glazing independently. Please plan use of class and studio time appropriately.
- Pay attention to test tiles, warnings, and glaze combinations that may not react well together – this work may not be fired, or you will be held responsible for damages.
- An accurate glaze description is required on any firing tickets with work on the glaze shelves.
- When glazing, students are required to wear rubber gloves to avoid contact with skin. Reusable nitrile gloves are available from the Registration Desk for \$4 or bring your own.
- Any items the studio manager deems as 'unfinished' to fire will be placed on the 'Check it out' shelves. Please check those shelves periodically for work that may need adjustment.
- Please take your time to read through all the glazing prep signage before start.** Proper glazing is very important. Your hard work can be ruined if you don't follow glaze guidelines specially if you want to do glaze combination.
- No glaze can be applied on the bottom 1/8 inch of pot. We will provide basic wax.
- Always thoroughly wipe the bottom of your pots with a cleanly rinsed damp sponge before placing on the 'to be glaze fired' shelves. Glaze remnants on the outside of waxed areas will not be fired.
- Place clean newspaper down on the tables before placing bisqueware on them. Do not wax or glaze directly on any tables. When finished glazing, all papers should be thrown away.
- Glaze drips during firing can happen during firing, but you can prevent them! To avoid this, make sure your pots have clean bottoms and the glaze is not too thick on the lower half.
- If your pot drips or sticks to a kiln shelf, a studio manager will assess the damage and ensure your pot is safe to handle. Glaze drips create razor-sharp edges on pots that have successfully been removed from the shelf and will cut you if touched. A grinding fee or shelf replacement fee may be charged to you for the damaged shelf.
- To avoid glaze mishaps, you may, occasionally, include to the ceramic tech the note to place a bisque tile or stilts under your work for the shelf's protection.
- Do not apply oxides, stains, underglazes, etc. to the bottom of your work as that can stain the shelves.

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- Make sure all glaze buckets are clean and tightly sealed and put it back under the table. Students should clean all glaze tongs, glaze trailers, sponges, stir sticks, tables, tools and neatly returned to shelves. Clean floors if spills have occur. The cleaning mop and bucket are in the closet behind the main sink at the hall way.

### **FIRING**

- No one under any circumstance is to touch or operate any kiln.
- All works must be accompanied by a completed "Firing Ticket" (for glaze firing). Tickets are available upon request to the instructor as well as kiln room.
- 6/8-week class firing tickets will always take priority when kiln firing throughput is strained due to heavy-use periods, maintenance, or availability.

### **PLEASE BRING YOUR OWN**

- Dry clean plastic bags or garbage bags to cover your pieces.
- If you have any, bring plastic containers with lids to protect your work during storage.
- Bring towels to clean your hands while you are working.

### **PROJECT STORAGE**

- Space is available for storing projects in various stages of development in the studio and in the storage shelves. Projects should be stored carefully without touching other people's work. As storage space is limited, please move your pieces to the next stage as soon as they are ready.

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\* Please sign it and bring it to your first class.

### HANDBOOK ACKNOWLEDGEMENT

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please read and initial the following:**

\_\_\_\_\_ I verify that I have read, understand, and agree to abide by the policies and procedures outlined in the handbook.

\_\_\_\_\_ I verify that I have asked for and received clarification on any parts of this handbook that were not clear to me.

\_\_\_\_\_ I verify that I understand that a ceramics studio contains equipment and chemicals that are dangerous, and I agree to only use materials and machinery for which I am approved and competent.

The name of course you are taking: \_\_\_\_\_

Open studio you are taking:  Wheel throwing  Hand-building  both

Participant Signature: \_\_\_\_\_