



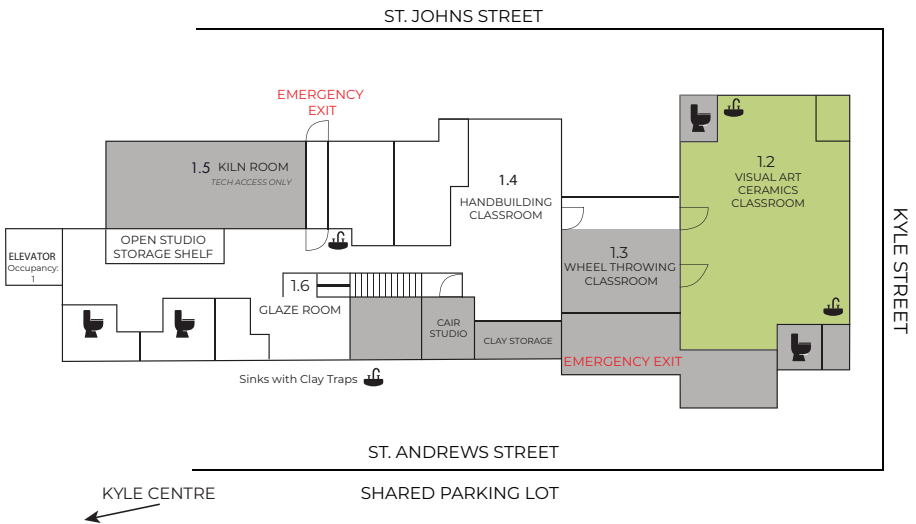
# STUDENT HANDBOOK

## **Welcome to the PoMoArts Ceramics Studio**

PoMoArts is dedicated to providing hobby potters and clay artisans of all levels of experience and knowledge. Our classes provide comprehensive instruction on a variety of pottery techniques. Working with clay can be relaxing & therapeutic. Come join our ceramic studio space and share positive energy.

# The Purpose of This Handbook

Sharing and trying new methods are encouraged; however, above all, we need to make sure to protect the safety of all, the integrity of the equipment, and the works of other individuals. The procedures, rules, and guidelines outlined in this handbook are intended to ensure everyone's safety and enjoyment of the studio. Please ensure you have read and understood the manual prior to each term.



## Safety Play

Your safety and the safety of our community, is our highest priority. PoMoArts rigorously follows all directives set by the BC Ministry of Health. Before coming to PoMoArts, please read the latest update to our Communicable Disease Prevention Plan and any other safety plans as required by public health authorities, by visiting: [pomoarts.ca/programs/policies](http://pomoarts.ca/programs/policies)

# Our Ceramic Studio

Our studio space is intended to be inclusive, accessible, and friendly. The studio is open 7 days a week for various classes and workshops. We also, offer both day and evening Open Studio time. However, we are not full-time production pottery studio. While working at PoMoArts, all clay, materials, tools, and equipment must remain within the ceramic studio.

## Room 1.3 The Wheel Room

This area has wheels and table space for students and instructors. While working at the studio, all shared tools and equipment must remain within the space. It is important that all students know it is their responsibility to clean after use.

## Room 1.4 The Hand-Building Room

This room has two main working tables, a slab roller, bending wheels, and all small equipment as well as miscellaneous tools. Students should learn how to use the slab roller and wall extruders from the instructors, as well as the proper and safe use of such equipment and tools.

## Room 1.5 The Kiln Room

The kiln room has four electric kilns, all used for firing student work. There are shelves also located in the kiln room. Student are allowed to drop off their work for the firing. For the safety reasons, please remain in the shelf area.

## Room 1.6 The Glaze Room

All glazes and underglaze are kept here, and samples of available glazes are on display. Guidance will be provided as to how to go about safely testing these materials in a way that will not affect other individuals' works.

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.



## Studio Rules

- We do not recommend students showing up more than five minutes early for their classes. As the classroom may still need to be set up.
- For safety reasons, please wear close-toed shoes and long hair tied back in the studio.
- Clay used in the studio must have been purchased at PoMoArts, and all parts of the production process must be completed in our studio for items to be fired in our kiln.
- Guests, including family and children, are not permitted in the studio.
- Clean your hands before touching door handles, shelves, the sink, etc. Clean up after yourself and wipe down any surfaces as needed.
- No sanding of pottery is allowed in the studio as clay dust is a respiratory health hazard when air born. Minimize dust by using a wet sponge instead of scraping clay or glaze.
- Operate equipment only after receiving instruction on how to operate safely.
- Do not use wax or cutting tools directly on canvas, use a ware board under your clay.

# Studio Rules

- Please tidy your work area and leave equipment available to others when leaving the studio for a break.
- Participants are to provide their own basic tools (throwing tools, hand building tools).
- If pots are on greenware shelves (ready to bisque) or glaze shelves (ready for glaze firing) and they need to be moved, enlist studio manager to move other people's pots. We encourage you to admire the work of others, but please do not touch.
- Complete pieces in a timely manner so that pottery in progress does not take up shelf space for prolonged periods of time.
- Whether you are working at the wheel, hand-building, glazing or cleaning up, it is important to be aware of how much space you are using. You may spread out if you are the only person working in the space; however, you must make room for others who also wish to use the space.
- Be considerate of fellow workers, keep your voice down as well as take phone calls outside.
- Please refrain from wearing scented products in the studio.
- Please recycle as much of your clay as possible rather than using the communal recycle bin (only for white clay).
- Clay debris from the floor goes into the trash, not the recycle bin.

## Facilities and Equipment

- 10 Throwing Wheels
- 5 Kilns
- Glazing Room
- Hand-Building Room
- Wedging Tables
- Slab Roller
- Shelves to store clay and works in progress



## Marking & Storing

### Marking

Only the work of registered students and open studio participants may be glazed and fired at Pomoarts ceramic studio.

All your work should have your name or initials with a class mark before it makes its way to the shelf for bisque firing. Any unmarked work will not be fired.

All glazed work to be fired needs a firing ticket. Works without a ticket will not be fired until firing ticket provided. The firing ticket requires to fill up all area and an accurate glaze description.

### Storing Work

Store work in accordance with the shelving labels for each class. We recommend that you use Latch Storage Box instead of land fill plastic bags.

When your greenware is complete moved to the shelves for bisque firing. Works that are unmarked, have glaze drips, or may otherwise be deemed unsafe for the kilns will not be fired until check it out again.

Shelf space is available for storing projects for each classes in the studio and in the storage closet. As storage space is limited, please move your pieces to the next stage as soon as they are ready.

Fired works should be picked up within two weeks.

## Production

- Each student may make a maximum of 15 pieces per session. Pot sizes are limited by kiln and kiln shelf sizes. The maximum size is up to 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.
- Your work should have your initials, mark or name clearly marked on the bottom so that no confusion results over the ownership of the work.

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

## Productions Deadlines

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

- Last Wet Clay Day - This is the last day a project can be started. The second-last week of classes.
- Greenware Deadline - The last week of your class; all projects must be ready for bisque firing and placed in the kiln room shelf. No new projects can be started at this point.
- Glazeware Deadline - The last day of your open studio; all projects must be glazed and ready for final firing and placed in the kiln room shelf. All works must be accompanied by a completed "Firing Ticket" for glazeware.



# Cleaning

You must begin to clean up in ample time, suggested 20 minutes, to be out of the studio by the time the session or class is scheduled to end.

- Use wet methods to clean whenever possible.
- All glaze and clay spills must be wet sponged immediately.
- Clean all tools and return them to where you found them.
- Wipe down all tables, wheels, workspaces, or equipment you use.
- Sponges, towels, and cloths must be well-rinsed after use to prevent clay dust from gathering.
  
- All wheels must be turned off and the foot pedal resting on the wheel and clean the entire wheel, head and pans including under the wheel head and legs after each use.
- 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.
- Students should thoroughly clean any equipment, tools, molds, textures, rolling pins, bending-wheels, canvas for slab roller and table etc.



# Cleaning

- On canvas covered tables, use lots of water to penetrate and remove clay, rinsing the sponge as needed.
- After glazing or dipping your creation into a bucket of glaze, allow the glaze to dry, and then ensure you have cleaned off any outer waxed areas with a damp sponge.
- Do not wax or glaze directly on any tables. Place clean newspaper down on the tables before using wax or glaze on bisqueware.
- Put all used newspaper into the garbage and wipe counters.
- Make sure all glaze buckets are clean and lightly sealed and put them back under the table.
- Ensure the correct lids are used with corresponding glaze buckets to avoid glaze contamination and wipe down sides and lids of buckets.
- Students should clean all glaze tongs, glaze trailers, sponges, stir sticks, tables, and tools neatly returned to shelves. Clean floors if spills have occurred.

**Safety Note:** *Clay and glaze materials contain silica dust, and inhalation of silica dust can lead to health and respiratory issues. Silica dust can remain in the air for a very long time and prolonged exposure may cause respiratory discomfort or disorders such as silicosis. If you have any concerns, please talk to the manager. During your cleanup, everything must be wiped down with fresh water and a wet sponge or towel and clean up any clay while it is still wet (no dry sanding, sweeping or blowing dust into the air).*



## Firing

The kiln area is a staff-only area. Only items made in the studio using clay purchased from the studio will be fired. Please do not bring pieces from home to be fired. Large items, flat plates, and tall pieces will take longer to fire. Boards and boxes should be kept off firing shelves, as they can shift and break other pieces.

A variety of participants pieces will take precedent over one person's production of multiple items when kiln loading. At times classes, camps and workshops will also take priority. The firing schedule posted on the kiln room door is a guideline only and can change for any number of reasons (including but not limited to kiln issues and repairs).

All works must be accompanied by a completed "Firing Ticket" (for glazed fire). Tickets are available at the glaze room shelf. 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 pick up fired items as quickly as possible to allow space for newly-fired items!

# Firing

## Bisque Firing

Only work that is ready to be bisque fired shall go on the bisque fire (Greenware) shelves. You are responsible for how fast your work dries. Thicker pieces take longer to dry and will therefore take longer to fire.

Make sure you sign your name and your class mark on the greenware. We can not fire the pieces without them.

## Glaze Firing

We fire to Cone 6 Oxidation. Do not apply glazes, oxides, or underglaze to the surface which will touch a kiln shelf and 1/4" up the side of the piece. Wax must be applied to the bottoms of posts to resist glaze while dipping. Please ensure that you sponge residual spots of glaze off the pot bottoms and bottom corners.

## Firing Ticket (Sample)

Your Name:

Date:

Your Class Letter Circled:

Type of Clay:  MW  M340  M340S  M370

M390  Calico  B-Mix  L212  Other

Glazes used:  Single layer  Combination

Please list-

Is the glaze dinnerware safe?  Yes  No

Bottom and bottom corners have been wiped clean?

Yes  No

\*No glaze can be applied on the bottom 1/4 inch of pot.



## Health & Safety

Clay dust can cause silicosis. Please avoid actions that will cause clay dust to become airborne. Anything that creates dust should be done outside, well away from the doorway and windows while wearing a NIOSH approved respirator.

1. All cleaning is to be done through “wet” methods (mopping) vs. “dry” methods (sweeping).
2. Dress in comfortable clothing which may get dirty! Loose clothing which may accidentally find its way into equipment such as wheels should also be avoided. Long hair should be tied back.
3. Glazes contain hazardous elements-avoid skin contact and wash your hands when you are done glazing.
4. Tetanus immunization is recommended in last 10 years.
5. For first aid assistance please call the instructor or call (604) 931-2008 ext. 100 to speak to one of our customer service representatives.

Help us keep the studio clean and green!

The studio is a shared space. Please leave wheels, wedging tables, work tables, and any other equipment in a condition where the next person using the equipment/tables can begin working immediately. A clean studio is everyone’s responsibility!

## Days and Times

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Ceramics Program



The studio is open 3 days a week for various registered time slots. We offer both daytime, evening studio and weekend time slots. Please note that Open Studio is available only for currently registered students in adult classes. The cost is \$6 per visit with no limits.

Please visit our website for more information about open studio time and registration. Registration is required for all open studio participants.

Please note that open studio time is staffed by ceramic instructors. While we do our best to avoid any disruptions to the open studio time schedule, hours are subject to change.

Studio users must have a good working knowledge of the ceramic process and be able to work independently, as only guided offered during open studio times.

Open Studio provides adult students the opportunity to work on their own projects and/or to improve their skills. Hours and clay must be pre-purchased on-line or call us at (604) 931-2008 ext. 100 between the hours of 10:30am - 8:00pm Monday to Friday to Customer Service Representatives.

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Products





# Open Studio

## Open Studio Guidelines

The procedures, rules and guidelines outlined in this manual are intended to ensure everyone's safety and enjoyment of the studio. Please ensure you have read and understood the manual prior to each term.

- All students must book their wheels by number and must use same wheel for the day they booked.
- Open Studio participants must use their assigned shelf space for the season.
- Instructors are available to assist but are not responsible for instruction.
- Participants must sign in attendance sheet at each session.
- Only clay purchased from PoMoArts may be used in our studio. If you have questions ask our Ceramics Manager.
- Firing tickets are required for final firing. Pieces without a ticket and marking/name will not be fired.

# Open Studio

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- Open studio is offered at scheduled times when the pottery studio is not being used for classes and workshops. A instructor must be scheduled to open and oversee the session.
- Users must be approved by Ceramics Manager before they are allowed to use the studio independently.
- Studio participants may work on their independent projects, complete class projects, use pre-mixed glazes, and prepare work for firing.
- Studio participants may not mix their own glazes or use the kilns.
- Students are expected to be able to use equipment and work independently.
- All users will receive a copy of the handbook by email and must sign and return to acknowledge that they have read, understood, and agreed to abide by the policies and procedures therein.
- Users must clean all areas used before leaving the studio. Clean up should begin at least 20 minutes before you plan to leave the studio.
- Each space must be cleaned and ready for exiting the building within 10 minutes after the end of the open studio session.



## Clay & Supplies

All clay must be purchased from PoMoArts. Please contact Ceramics Manager for details if you have questions. Please purchase clay (and tools if needed) at least 48 hours before the class or Open Studio session you are signed up for.

The studio will stock 3-5 varieties of mid-range (Cone 6) clays that have been selected due to their workability both on the wheel and hand-building while providing a vitrified body when fired properly in the range the studio uses.

Any use of outside materials must be approved, in advance, by PoMoArts ceramics manager.

The tool kit and additional tools are available for purchase in person at PoMoArts or online or call (604) 931-2008 #100 to speak to one of our customer service representatives. (on-site same day purchase in NOT available).

Items not picked up within 30 days may become property of the PoMoArts.



# INSPIRATION IS EVERYWHERE

THIS HANDBOOK BELONGS TO:

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PoMoArts  
2425 St. Johns Street  
Port Moody, BC V3H 2B2  
604.931.2008

PoMoArts is run by the non-profit charitable  
Port Moody Arts Centre Society.  
Charitable Registration #8677 45671 RR0001

We acknowledge the financial support of the  
City of Port Moody and the Province of British  
Columbia.

Ysabella Choung  
Ceramics Manager  
604.931.2008 x 114  
ceramics@pomoarts.ca

## HOURS OF OPERATION

Mon to Fri 10:30 AM - 9 PM  
Sat & Sun 10 AM - 4:30 PM

## 2023 CLOSURE DATES:

Truth & Reconciliation Day: Sept 30  
Thanksgiving: Oct 10  
Remembrance Day: Nov 11  
Holidays: Dec 23, 2022 - Jan 3, 2023

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