

NORTHWEST CERAMICS LLC STUDIO HANDBOOK

Welcome to NW CERAMICS LLC Studio! The following handbook includes policies created for your safety, and for the safety of all members, students, guests, staff and owners in our studio. The policies also help to create a positive environment for our community studio. **Please read carefully.** All individuals present at the NW Ceramics studio space are expected to have read and understand the contents of this handbook, and will all be held accountable for practicing the policies set forth in this handbook. Those not adhering to the policies may be asked to leave the studio for the day or permanently.

General Health & Safety Guidelines

- Proper attire, including closed-toed shoes, eye protection (reading glasses are not acceptable), dust masks, and rubber and/or work gloves, must be worn when working on certain projects or when working in certain areas of the studio. The studio is not responsible for supplying these items. If you need them, you need to bring them.
- This is not a zoo or a gymnasium. Do not run in the studio. Do not climb ladders in studio.
- This is not a childcare facility, and outside of any class or camp activity for children expressly registered to attend the class or camp, Northwest Ceramics is not responsible for children within the studio's premises.
- No smoking of any kind is permitted in the studio.
- Given that we are still in the era of COVID-19, take the necessary precautions to stop the spread of COVID-19 and stay home if you feel unwell, and even if you are well, try your best to keep your distance from others as much as possible and consider wearing a mask if you will be in close proximity with others.

Our Community Studio Atmosphere

- Any disrespect, harm, harassment or discrimination of any kind to NW studios owners, instructors, students, guests, or fellow studio members will not be tolerated.
- We are here to help each other! Please do not do anything that fosters a negative environment.
- Please respect instructors and studio members when they are working in the studio by treating them as you would want to be treated while doing your own creative work.
- Do not touch or use other people's tools. Do not touch people's work (in progress or finished) without their permission. No shouting or yelling is allowed in the studio.

- Beware and that working with clay can create dust and try to limit actions that create dust. Liberation of airborne particles can be hazardous to human health.
- It is everyone's responsibility to keep work areas safe and clean.
- Do not touch any greenware or finished artwork that does not belong to you.
- Ask for assistance if greenware needs to be moved.
- If you require a space for a large-scale sculpture please ask staff to show you an appropriate space.
- In the case of human error, or a ceramic error, please be considerate to NW Ceramics owners, staff, members, instructors, guests, and students.
- If you break another student's or member's work, you must leave a note to the owner of the work letting them know. This is a community studio and accidents will happen! But please hold yourself accountable if you break another member's or student's work.
- If you have special needs for yourself or your work please communicate this clearly to NW Ceramics staff – we are here to help!

Studio Access

- Access to the studio is only available for students during class time and studio members during the open studio hours, which are reflected on the calendar on NW Ceramics studio website. Open studio hours are subject to change but will be updated at least two weeks prior to any changes. Do not enter the studio through any access point outside of open studio hours.
- Schedule your activities in the studio allowing enough time to clean up and exit by the end of open studio hours.
Only class participants and active studio members may use the studio and equipment. Guests are welcome when accompanied by a member. Guests will be expected to pay for a guest pass.
- NW Ceramics Studio is not responsible for lost, stolen, or misplaced items. Please be sure you check all areas of the studio where you may have worked before leaving for the day.
- Students and members do not have access to anything in the clay closet, the storage locker outside next to kilns, or in the loft.
- Students and members are not permitted access in the loft.
- There is no open studio time during classes.

Use of Tools & Materials

- OUTSIDE CLAY is not allowed in NW Ceramics Studio. If you have outside clay that you would like to use in the studio, please communicate with owners (Liz or Jeff). Failure to communicate with Liz or Jeff when bringing in outside clay without paying an additional fee could result in loss of membership.
- Clay, firings and glazes are included in the cost of clay and must be purchased through NW Ceramics studio.

- Members are required to have personal tool kits. You may bring your own tool kit or purchase one from the studio. It must include: 1 bucket, 1 wooden rib, 1 wire cutting tool, 1 needle tool, 1 double end loop trimming tool, 1 wooden modeling tool, 1 large loop trimming tool, 1 metal rib, and 1 small circle sponge.
- Aprons are recommended and can be brought from home or purchased from the studio.
- Do not remove tools, materials or equipment that belong to the studio.

Handling of Clay and Glaze Materials

- Beware of and limit any studio actions that create dust (i.e. Don't shake out plastic bags. Again, liberation of airborne particles is hazardous to human health.)
- Always use a wet sponge to clean up clay dust.
- Never sand indoors or without a respirator.
- Do not touch slip inside the slip bucket.
- Dry glaze materials are off limits to members and students.
- Working with dry materials must be authorized, and when working with dry materials, a respirator with a P100 filter is required.
- When working with wet glazes and stains, rubber gloves are recommended as some colorant can be absorbed through the skin. Rubber gloves and goggles are provided in the glazing area and are open for members and students to use.

Firing Procedures

- Never open and/or unload any kilns without owners (Liz or Jeff) present.
- Be aware of kilns and avoid walking near or around them as they could be firing.
- There is no schedule for firings. Firings will be based on the quantity of work which is ready to fire.
- Glazed pots with glaze on the bottom, cracking glaze, or not enough glaze clearance will not be fired and will be left on glaze cart with a note on what needs to be done to get your piece fired.
- Studio staff will throw out work not removed from the bisque ware carts and shelves quarterly. Please watch for emails and signs announcing the throw-out dates.

Glazing and clean-up in glaze area

- Students and members are expected to understand glazing from previous experience or classes. If students are not able to glaze on their own, a glazing class will be recommended.
- Do not eat in glaze area. Do not eat or drink glaze.
- When applying stain and sponging it off it is wise to wear rubber gloves. Some stains may be absorbed through the skin and the amount of colorant in stains is a

much higher percentage than glaze. Copper, manganese dioxide and other colorants may be absorbed through the skin with prolonged exposure.

- Glazes dry out your skin more than clay. If you have a cut, you may want to wear rubber gloves. The studio does not supply rubber gloves.
- Glaze can be an eye irritant. If you get glaze in your eyes, see studio staff or first aid kit for saline rinse.
- Clean up all brushes, tools, and the area in which you glazed, including glaze drips and spills around the buckets.

General Clean-up Guidelines

- Members and students are responsible to clean up after themselves.
- This studio is a Wet Cleaning Studio. No Sweeping allowed.
- Members and students are obligated to clean up after themselves in all areas in which they worked.
- Wet Cleaning is only to keep dust down. Mop floor and then pick up remaining chunks with a scrapper to dispose of.
- Use a wet sponge to clean up all other clay areas other than the floor.
- Clean Wedging Table after use.
- When done using a wheel, turn off the wheel, sanitize (do not spray on/off button) and flip stool over wheel head so it is available for the next person.
- Do not leave bat pins in wheel heads.
- Clean any tables, slab rollers, and extruder you used.
- Clean common areas when you use them (i.e: Glaze Area).
- Wash all tools, brushes, pouring cups, buckets, bowls, bats, molds and put away prior to leaving the studio.
- Wash bats and boards before putting them away.
- Check your throwing buckets for any tools (especially metal ribs, bat pins and needle tools) before dumping them into the slip bucket.
- Dispose of unwanted bisque ware and glaze ware in the dumpster.
- All unwanted, scrap clay (except clay which has been on the floor) should be deposited in the slip bucket or garbage, NOT the sink.