

## STUDIO ETIQUETTE

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We suggest wearing comfortable, washable clothes, and bringing a hand towel to aid with your personal clean-up.

## CLEAN UP

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*Allow 20-30 minutes for clean-up at the end of your work session. Please be thorough. Clean-up is part of the clay experience. Leave a place better than you found it.*

- Wedging Table - scrape off and thoroughly clean the table with a damp sponge after every use. Check the floor for clay scraps and dust. Please do not pour water on the wedging table, a damp sponge will suffice.
- Tables, wheels, chairs, floor - Wipe down entire work area with clean sponge after use (you may have to do this multiple times especially when using dark clay) and sweep up/mop any clay debris. Wet washing is always recommended for smaller particles, sweeping excessively will create airborne silica which should not be inhaled (causes cancer).
- Your wheel and surrounding workspace - Use clean water to sponge all areas; sponge and wipe down after slip has been emptied into the slip bucket next to the sink. Please check for trimming scraps, water, or slip spills on the floor.
- Ware boards, banding wheels, and any other shared objects - must be scraped, cleaned, washed, and returned to the proper areas after every use.
- Sinks - Check labels (one is for washing up clay, one for glazes)! Clean the sink and any spill-over each and every time it is used. Floor pedals are delicate so use with care. Use water sparingly - water is precious. The best way to clean your tools and hands is with a large sponge and in the sink basin. Do not let water drip or leave water running. Please do NOT dump scrap clay or slip into sinks.
- Glaze Area and Glaze Buckets: Be sure to clean glaze residue off paddles, whisks, and in/ around the buckets - including the lids!
- Spray Booth - The spray booth must be wiped down and have new newspaper re-filled after use. Please be mindful of putting the air-gun back after use. We suggest purchasing your own spray gun from our store or anywhere else as we do not provide any for communal use.

## WORK IN PROGRESS

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- The damp room is not a storage area. It is only to be used for work in progress.
- No pieces may remain in the damp room for more than one month.
- Avoid touching anyone's pieces without their permission. If something needs to be moved, please notify a staff member know.
- Members receive 4500 cubic inches of firing space per month; students receive 2750 cubic inches per session. Measure, record, and calculate total inches on firing slips before bisque firing.
- All work must be identified at every stage of the making process: green-ware tags in the damp room and firing tags for bisque.
- Any item without initials or an identifying mark will not be fired and will be placed on the reject shelf in the kiln room.

## TOOLS

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- Studio equipment must be cleaned and returned to its proper place after every use.
- We strongly suggest you mark your tools with your name.
- For lost tools and belongings, please inquire at the front desk.

## CONTAMINATION

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- To avoid contamination of clay and glazes, check labels on wedging tables, slab boards, canvas and glaze buckets. If contamination occurs, it is very important to let staff know immediately. It happens, we will gladly take care of it.
- Check labels on sinks: one is for clay and one for glazes!
- Read all labels - Dispose of waste clay and slip in respective clay and slip bins.
- Under no circumstances can dry-sanding be done at the studio. This includes the outdoor areas as well. Silica dust is extremely dangerous to breathe in and can cause cancer. We recommend wet-sanding. Any member of staff would be glad to show you how to wet sand.

## GLAZING

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- Stir glazes thoroughly before use. Using the paddle or whisk alone is not enough; the best way to check to see if the glaze is mixed thoroughly is to use your hand to feel for any chunks or sludge at bottom of bucket.
- Do NOT leave glaze buckets open.
- Do NOT add water to glazes. If glaze is too thin or thick, please inform one of our staff members.
- Be sure to check the label on the lid before returning it to the bucket.
- Avoid contamination by using only clean utensils. We recommend cleaning any mixing utensil before use.
- Clean shelves, paddles/whisks, floor (wet mop), and buckets (damp sponge) after glazing.
- Students are required to fill in a "Glaze Info" tag for each item placed on the glaze firing shelf.
- Members should use these tags when they have special requirements to communicate. Pieces ready for glaze firing must be placed on the designated shelf in Kiln Room.
- Make sure bottoms of pieces are free of glaze and also that a quarter of an inch up the sides is glaze-free. Pieces that are not properly cleaned will be placed on the "Reject Shelf" in the Kiln Room.
- All glazed pieces need to have an appropriately sized clay cookie glued underneath, you may make your own cookies or pick one out in our Community Cookie Bin.
- Damage to kiln shelves will result in a hefty fine.

## CLASSES

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- All classes are held in the new front studio space. Open studio time for students may either be in the main studio, outdoor working area, or the front studio (classroom).
- Please ask staff before using the front studio - even if it appears to be empty. It is likely there may be a class or private lesson scheduled.
- Please avoid playing music or having phone conversations during classes.

## STORAGE

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- Shelves are available for clay storage only. Storage is limited to 1 bag per student and 2 bags per member. Label your clay with your first and last name.
- Additional clay or other items must be stored in lockers.

## KILNS

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- Kilns are off-limits to Members and Students.
- Under no circumstances can Members or Students touch the kilns.
- The kiln room is not a storage area. Bisque fired work should be glazed immediately and placed on the designated shelves for firing. Bisque fired pieces will be discarded if they are not claimed after 2 weeks.
- Loading and unloading of kilns is to be done by G&B staff members ONLY.
- Please do not linger in the kiln room when glazeware is being unloaded. Your patience while our amazing lab techs unload the kiln is greatly appreciated.

## KITCHEN

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- Refrigerator will be cleaned out at the end of every week.
- Everyone that uses the kitchen is responsible for clean-up. Feel free to use utensils, cups, and dishes in the drawers. Whatever you use, please wash after use and place back in its proper place or dishwasher.
- Please do not leave any personal wares or belongings in the kitchen. It will be thrown away without warning.
- Please wipe down countertops, sink, and microwave immediately after use.

## FINISHED WORK

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- All finished work must be taken home as soon as possible. Please refer back to the firing schedules that are posted around the studio. All loading and unloading days are posted. We do our best to get everyone's work in to the kilns in a timely manner.

## PARKING & SECURITY

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- Evening students may NOT remain in the studio after class is over. The doors will be locked and the gate will be closed.
- The last Member or Instructor to leave the studio must turn off all lights except over the sink, close all studio doors, lock the main door, turn off the air coolers, and close the outside gate.
- Please refer to studio closing check-list posted on both entrances in the Main Studio.

## NO SMOKING OR LOUD NOISE IN THE STUDIO

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- We aim to keep a calm and serene environment for all Members and Students. Please keep the noise level to a minimum (though some sounds (the sprayer, paddling of clay, throwing slabs are inevitably part of the working process).
- Please keep conversation low and local out of respect for other members.
- Cell phone calls must be taken outside.
- Please bring headphones if you prefer to listen to music while working.

## WHEN IN DOUBT ... JUST ASK!

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The staff at Green & Bisque Clayhouse are available in the Main Studio, Front Studio, Retail Store/Office, or around the studio (most likely kiln room) during business hours. Our business hours are Monday through Friday from 10am to 6pm and Saturday from 10am to 5pm. Classes and Private Lessons/Events are available for formal instruction by appointment.

We thank you for your cooperation. We trust you will enjoy your time at Green & Bisque Clayhouse. Your feedback and suggestions are always welcome.

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