

## **Studio Etiquette**

- **Treat the people, studio, and equipment with care, respect and kindness**
- **Turn phones on silent. If you have to take a phone call, please go outside or to your car**
- **Help each other out and be nice; please do not offer criticism unless it is asked for**
- **Be considerate of others work. Do not touch, move or bump work that does not belong to you**
- **If you use any studio tools, be sure to clean them properly and put them back where they belong**
- **Wipe down all work surfaces and equipment before moving on to another area**
- **After use, everything needs to be cleaned and returned to its correct place**
- **Clean as you go. Always make sure your last wipe is with a clean wringed-out sponge**
- **No 'holding' of pottery wheel while you work on something else**
- **If you are done in one area, do not move to another without cleaning up first**
- **After you are done on the wheel, clean wheel, splash pan, table, wheel legs, chair, water bucket**
- **Place pedal, cord, and stool on top of wheel, wipe down floor around your wheel with sponge**
- **We do not reclaim clay. You can reclaim your own clay in your own reclaim bag or bucket stored on your own shelf.**
- **Place small clay scraps & slip/slop in recycle bucket; nothing from the floor or sink goes in the recycle bucket. Put it in the trash instead.**
- **Rinse out any sponges you've used and put them away clean**

- **Make sure to label all of your personal tools with a marker**
  - **Make sure ALL clay and greenware is labeled with your name & date on masking tape**
  - **Make sure all greenware is signed on the bottom before putting on the 'to-be bisqued' shelf**
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## **General**

- **Open studio hours are located on the studio door as well as on our website. They subject to change**
- **Everyone who attends an open studio MUST check in at the front desk**
- **Everyone who signs up for open studio must have taken at least two ceramics class at the studio or have prior approval.**
- **Open studio patrons must be 18 years and older**
- **Open studio patrons must be knowledgeable and comfortable in how to take their pieces through the entire process (glazing included)**
- **Anyone picking up finished work outside of class time, should do so during open studio hours only**
- **Start cleanup at least 20 minutes before the studio closes; you should be totally cleaned up by class or open studio end time**
- **No outside clay is allowed in our studio. Glazes are allowed ONLY when label can be verified for cone 5/6 firing**
- **Wear clothing you don't mind getting dirty; certain clays or glazes may stain**
- **No foreign objects, such as glass, allowed to be fired in clay**
- **No glazes, slips, tools or studio equipment of any kind should be removed from the studio**

- **We do not have the facilities to accommodate production work (in this case the definition of production is high-volume work). More than 25 of any sized piece per month is considered production and is not allowed**
  - **Please take your finished work home with you within 30 days**
  - **Abandoned, dried out or not labeled pieces will be discarded after 30 days**
  - **Regular studio purges occur at least 2 times per year, everything must be taken home during a purge**
  - **The studio is not responsible for pieces that break during the firing process or get thrown out if abandoned for more than 30 days.**
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## **Storage**

- **Cover and clearly label & date any greenware and place on appropriate shelves**
  - **Work or clay not properly labeled may be discarded**
  - **There will be an assigned storage shelf for monthly studio members for tools and clay**
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## **Glazing**

- **We fire our electric kilns to cone 5/6 oxidation for glazing**
- **We do not do any single firings- all work must be bisque fired first**
- **Thoroughly stir all glazes; improperly mixed glazes result in altered glaze composition over time**
- **Do not cross contaminate glazes; if a glaze is contaminated with another glaze, let someone know**
- **When finished glazing, wipe down glaze counter and any excess glaze you've spilled on buckets or floor**

- **Keep bottom ¼” of each piece glaze free, make sure to wipe any glaze off bottom with clean sponge**
  - **Push glaze buckets back under counter when you are through, with the labels clearly visible for the next person**
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## **Safety**

- **Wear appropriate clothing and closed toed footwear**
- **No touching/unloading/loading of kilns or any glaze chemicals is allowed**
- **If you are injured, inform a studio rep immediately**
- **Any accidents/broken items need to be reported to studio rep ASAP**
- **Keep dust down- this is imperative for everyone’s safety**
- **No sweeping/sanding in the studio, it raises silica dust which can stay airborne for days**
- **If you wish to do any sanding do so outside in the back with a mask on and inform the studio coordinator**
- **Any questions, concerns, ideas, clarifications, etc. should be taken directly to the studio coordinator at [carrie@gailanna.com](mailto:carrie@gailanna.com)**