

# Clay Studio Guidelines

*Instructors are required to hand out these policies at the beginning of each session and are also required to go over the policies by the second class day.*

These guidelines for the Dougherty Arts School Clay Studio in order to insure the safe and proper operation of equipment, promote a safe work environment, identify and raise awareness of any potential hazards and insure tasks are performed in a consistent and effective manner. Any Parks and Recreation Department employee responsible for performing tasks, functions or activities and any participant registered to take any ceramics studio activity offered by Parks and Recreation Department must adhere to these operating procedures.

## ATTENDANCE

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Make-ups are not available for absences. Fees are not prorated for absences.
- Due to safety, children are not allowed in classes or open studio hours. Individuals registered in classes cannot bring children or friends into the studio to observe, learn procedures, or allow them to use any of the equipment.
- Students age 15 -17 years may register for classes with the approval of the Arts School Office and must have a parent/guardian sign a waiver release form, which must be on file in the office.

## STUDIO CLEAN-UP

***Please keep the studio clean and safe for everyone! There will be a studio clean out at the end of each season: May, August, and December. Work not picked up in a timely manner will be moved to the metal cabinet outside at the end of each season. Each student is responsible for cleaning their area.*** Please be considerate of closing hours; allow time for cleanup and return all items to their original area.

1. **WHEELS:** wash off wheel head, shelf area, stool, surrounding area and splash pan with a sponge. Turn off wheel. Place stool back on top of the wheel head. At the end of class, please turn off the main wheel power located next to the wheels. Pick up and dispose of moist trimmings.
2. **WEDGING TABLE:** scrape off excess clay, wipe off and leave free of debris.
3. **HANDBUILDING TABLES:** Scrape off dry clay and wet sponge the canvas. Place your stool on top of the table.
4. **MOLDS:** Clay mold usage needs to be timed so pieces can be removed during the work period or class. All molds need to be returned to the storage area after the work period. Clay pieces left on molds for extended periods will dry out, crack and fail.
6. **FOOD & DRINKS:** are not allowed in the clay studio or clay studio courtyard. Students and instructors may eat and drink in the lobby.
7. **PERSONAL BELONGINGS:** Please do not bring valuable items to class. The City of Austin, Parks and Recreation Department and the Dougherty Arts Center is not responsible for lost or stolen property.
8. **GLAZING AREA:**
  - Clean up all spilled glaze from the table, floor and buckets. Use newspapers on the glaze table for faster clean up. Use a wet sponge to ensure the removal of all glaze splashes or drips. Dried glaze/clay particles when airborne are unhealthy to breathe.
  - Wash all utensils to avoid glaze contamination: brushes, buckets, tubs, mixing sticks, dipping tongs, etc.)
  - We recommend using gloves and goggles when glazing.

**SUPPLIES:** Students must provide their own tools. Basic tools (buckets, sponges and bats) are available in the studio. **SAFETY DATA SHEETS (SDS):** A notebook listing all chemicals used in the Clay Studio is available for student use. MSDS contain the makeup chemicals used and safety information. **SAFETY PERSONAL PROTECTION EQUIPMENT:** Students should wear comfortable clothing and closed toe shoes. Students should provide an apron, dust mask/protective eyewear (when needed) and Nitrile or rubber gloves when working with glazes.

## CONSUMPTION OF ALCOHOL

The studio environment contains potentially dangerous materials and equipment. DAC students, staff, instructors and contractors should not consume alcohol before or during class. Possession or consumption of alcoholic beverages is prohibited in all areas of the Dougherty Arts Center except the Julia C. Buttridge Gallery under special circumstances. Alcohol is available in the Gallery if the renter or organization hosting the event provides alcohol for consumption to the general public; has provided liability insurance and an alcohol license; and the Parks Department Director has given approval. No alcohol may be taken from the gallery into the studio or other areas of the Arts Center. Students should not drink alcohol at the reception and return to the classroom. If alcohol is consumed the student will be asked to leave and no refunds will be given.

# Clay Studio Guidelines continued

## CLAY BODIES, GLAZES & WAX

- An approved list of chemicals and clay bodies is posted in the MSDS Notebook available in the clay studio.
- Glazes, stains, overglazes and underglazes are mixed and maintained by the Studio Technician.
- No outside clay bodies, glazes, stains, overglazes, underglazes or other chemicals are allowed without prior approval of the Studio Technician and the Arts School Administration. All requests must be in writing and include a copy of the MSDS.
- **Glaze problems:** Pinholes, cracking and excessive glaze thickness near the wax areas are considered a problem. If the glaze is not appropriate for firing, it will not be fired and will be returned to the glaze shelf for correction. Each instructor should examine all glazed ware to prevent student work from being rejected. The studio technician will not remove glaze from pieces before firing.
- *As per the Texas Hazard Communication Act, Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazard of the chemicals to which employees may be exposed in the work place. Employers may be subject to administrative penalties and civil or criminal fines ranging from \$50 to 100,000 for each violation of this act.*
- **Items produced:** Everything produced in clay and glazed in the Dougherty Arts School is recommended for decorative purposes only and is NOT "food safe." Raku Glazes are not "Food Safe."

## LAST 2 WEEKS OF CLASS SESSION

If you are not currently registered to come back for another 6-week session, then during the 5th week, all wet work needs to be trimmed, not too wet and placed on the 06 greenware firing shelf. We do our best to fire your work for your last class for you to glaze. No wet work can be created the last week of class in open studio or current class. We do not offer glaze make-up classes to students who create wet work the last class day.

If you are registered and continuing your class into the next session, you are welcome to work wet on the last class day with the understanding that your work needs to withstand the off week (won't dry out) or place on the greenware firing shelf last class day.

## STUDIO ACCESS

- The studio/classroom is only open and available to registered students during their times of their class they enrolled into or when there is an open studio in session.
- The studio can not be used with out supervision when it is closed or the instructor is not present.
- If you arrive early and another class (not your class) is in session, please **do not enter** the studio out of courtesy for students that have paid for their time slot. Questions about class times can be directed to the registration office, program specialist or found online.
- If your class session has ended but you still have bisque ware that needs to be glazed, you can glaze it by requesting permission from the program specialist and returning for one, 3-hour class only. This procedure is intended for students that are not coming back for future classes.

## FIRING & KILNS

- Only trained staff will do loading, unloading and firing of all kilns. Kilns are fired when full.
- The clay studio has two electric kilns that are used for bisque firing, cone 06; one gas kiln used for cone 10 glaze firing only; and one gas raku kiln used for raku firing only. Very wet or damp clay will not be fired, we will wait until work is properly dried to fire. Work can take up to 2-3 weeks to be returned.

## PRODUCTION WORK AND SPECIAL PROJECTS

- We are happy to not limit work by the cubic inch, kiln shelf measurement or have an extra firing fee. To accomplish this, the clay studio does not have the capacity to allow outside pieces or production work; this includes work started at the Dougherty and taken home. If you have a special project, please talk with the Program Specialist.
- **Production work** is considered to be more than 8 pieces of the same form. Should you exceed this amount, you will be notified with a note left with your bisque ware.
- **Ornaments and tile work** must be low fired in the electric kiln and unglazed on one side so that they can sit directly on the kiln shelf.
- **Sculptural items and non-utilitarian work:** We encourage students to low fire sculptural items or anything that is not utilitarian.
- **Oversized work:** Work exceeding 8" in any direction may see a substantial delay in firing.
- **Holiday gifts:** In an effort to make sure we can complete all firing at the end of December, please make sure you complete all of your holiday gifts by mid October.
- **Work for Sale:** Work made in the studio is intended for personal use. We cannot guarantee work will be completed within a specific time frame. This is a community studio, therefore we cannot guarantee that there won't be a problem with other student work affecting your pieces.