



Designing in Metal

Nancy Michalewicz, Instructor

All projects are fabricated. (not cast). Demonstrations are given at the beginning of class.

SUPPLIES NEEDED FOR FIRST CLASS

- 2 feet of 20 gauge sterling silver wire (half hard) for earring wires
- 20 or 22 gauge copper sheet
- medium solder (sheet)
- saw blades – #2 or #3 (pkg. Of 12)
- sand paper – one sheet each of 200, 400 and 600 grit
- jeweler's cloth
- goggles (can be purchased at various places)
- fine tip Sharpie pen
- Start collecting ideas for projects: drawings, pictures, etc. Keep these ideas in a notebook so we can discuss your ideas and projects from a visual reference.
- Wear appropriate clothes to class, please bring an apron to protect clothing.

GENERAL LIST: purchase as needed

- Sterling silver, brass or copper sheet (your choice) as needed for project in gauge needed for design
- Sterling silver wire: round, half round, square (as needed) for rings, bracelets, etc.
- Bezel wire and cabochon stones (if used in project) *note size discussed in class
- Tubing (for riveting – if used in project)
- Tool box to carry supplies (can be a simple cardboard box)

OPTIONAL

There are many wonderful books to reference. Here are two that you might find interesting:

- JEWELRY – TWO BOOKS IN ONE by Madeline Coles
- THE ENCYCLOPEDIA OF JEWELRY MAKING TECHNIQUES by Jinks McGrath.

Other supplies may be added as the course progresses, as suggested by the instructor.

PLEASE KEEP YOUR RECEIPTS IN CASE THE CLASS IS CANCELLED OR TO RETURN UNUSED SUPPLIES!

SUPPLY STORES

AMC Company: 2412 Greenlawn Pkwy, Austin, TX 78757 **452-9765**

Dyers: 3407 Wells Branch Pkwy # 850, **451-5655**

Cancellation & Refunds

Program attendance is the responsibility of the participant. Failure to attend a class does not entitle a participant to a transfer, make-up, prorate or refund. Registration fees are refundable in full only if the Arts School has cancelled the class.

Registrations cancelled with at least 7 days advanced notice may be issued a refund; minus a \$35 non-refundable deposit. If the receipt amount is \$35 or less, the refund will be half of the class fee. No refunds are issued for registrations that are cancelled without 7 days advanced notice. Refunds are issued to the charging credit card, by check from the City of Austin (please allow 4 - 6 weeks for processing) or you may apply the credit to your account; which may be used by any immediate family member for any program offered at the Dougherty Arts School for up to one year. Please note that refunds under \$10 will only be made to the charging credit card or to credit your account. We are sorry that we are unable to process refund checks under \$10 at this time. There is a \$25 cash fee on all returned checks.

METALS STUDIO POLICIES

Initiated: 8/30/04

Revised: 10/10/2011

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.

PURPOSE: To establish standard operating procedures for the Dougherty Arts School Metals 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.

SCOPE: Any Parks and Recreation Department employee responsible for performing tasks, functions or activities associated with this standard operating procedure.

PROCEDURE: The Metals Studio may only be used by registered students, supervised by the instructor. No unsupervised studio time is permitted.

ATTENDANCE

- Program attendance is the responsibility of the participant. Failure to attend does not entitle a participant to a transfer or a refund. Makeup classes are NOT available for absences. Fees will not be prorated for absences.
 - Due to safety factors, CHILDREN ARE NOT ALLOWED in classes or supervised studio hours. Individuals registered in studio classes cannot bring children or friends into the studio to observe, learn procedures, or allow them to use any of the equipment without registering the individuals into the classes. 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.
2. **CLOTHING** – Students should wear comfortable clothing. Students should provide an old shirt or smock to protect clothing.
 3. **PERSONAL BELONGINGS** – DO NOT bring any valuable items to class. The Dougherty Arts Center is not responsible for lost or stolen property.
 4. **SUPPLIES** – Students must provide their own consumable supplies. Basic studio equipment, safety and cleaning supplies will be provided by the arts school.
 5. **EQUIPMENT** – When using any equipment including saws, buffing wheels, grinders, drill press, torches, and any other shop tools:
 - Pay attention when working with equipment. Do not allow distractions or overcrowding in the work area.
 - Tie up long hair, remove rings, scarves, ties, pendants, etc.
 - Use protective gear such as goggles, masks, etc.
 - Hold objects tightly with both hands.
 - When polishing chains, wrap them tightly around a board.
 - When using the buffing wheel for extended periods, a dust mask should be worn to protect the lungs.
 - Report maintenance needs to your supervisor immediately. Discontinue use of any equipment requiring maintenance. Never modify any equipment or use improperly.
 6. **WHEN WORKING WITH ACIDS OR OTHER CHEMICALS:**
 - Pay attention when working with chemicals. Do not allow distractions or overcrowding in the work area.
 - Work in a well-ventilated area. Work outdoors or by an exhaust fan.
 - Do not inhale acid fumes.
 - Use goggles, gloves and protective clothing when mixing acid.
 - Always add acid slowly to water, never the reverse.
 - Keep baking soda solution nearby in case of splashing.
 7. **WHEN WORKING WITH TORCHES:**
 - Pay attention when using the torch. Do not allow distractions or overcrowding in the work area.
 - Tie up long hair, remove rings, scarves, ties, pendants, etc.
 - Work in a well-ventilated area. Work outdoors or by an exhaust fan.
 - Move all burnable items away from the work area.



<http://austintexas.gov/department/parks-and-recreation>

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METALS STUDIO POLICIES

8. OPERATING PROCEDURES FOR OXY-ACETYLENE TORCH:

Acetylene

- Stand to the side of the oxygen regulator when turning on the valves. Do not stand directly in front of the regulator.
- Turn regulator valve until loose to avoid shattering the gauges with full pressure.
- Open tank valve ½ turn counter clockwise. Tighten regulator valve slowly until it reaches proper pressure.
- Turn regulator valve until loose (pressure is 2,000 lbs. Per sq. in.). Open tank valve all the way.
- Tighten regulator valve slowly until it reaches proper pressure.

Striking

- Use a striker, never a match or cigarette lighter.
- While pointing tip away, open acetylene valve on torch handle slightly (red hose).
- After lighting gas with a striker, quickly turn on oxygen valve (green hose) until desired heat level is obtained. The more oxygen that is added, the hotter the flame will be.

Turning off Tanks

- Turn off acetylene tank valve (always turn off acetylene first, oxygen second, as directed below).
- Bleed line by opening acetylene handle valve until pressure drops to "0".
- Close handle valve. Turn regulator valve until it is loose and leave it loose.
- Turn off oxygen tank valve. Bleed line by opening oxygen handle valve until pressure drops to "0".
- Close handle valve. Turn regulator valve until it is loose and leave it loose.
- Valves should only be tightened by hand. Do not use pliers or wrenches.

9. **CLEAN UP** – Each student is responsible for cleaning his/her area. Turn off all equipment; put away tools and supplies. The instructor is responsible for properly disposing of chemicals and turning off tanks and properly storing flammables in the fire safe cabinet. Please be considerate of closing hours and allow time for cleanup.
10. **NO FOOD OR DRINK IS ALLOWED IN THE METALS STUDIO** – Students may use the picnic tables in the Dawson Street courtyard for eating. Snack and vending machines are available for student use. No change is available in the Arts School office.
11. **CONSUMPTION OF ALCOHOL** – The studio / classroom 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 will only be 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 / classroom or other areas of the Dougherty Arts Center.
12. **PROJECTS OR STUDENT SUPPLIES LEFT AT CLASS CONCLUSION** – Unless special arrangements have been made with the Studio Manager or instructor, projects and supplies owned by students left after the end of a session will be removed and/or recycled back into the studio. The City of Austin is not responsible for personal property.
13. **MATERIAL SAFETY DATA SHEETS (MSDS)** – A notebook listing all chemicals used in the Metals studio is available for student use. MSDS contain the makeup of the chemicals used and safety information.

STUDIO ACCESS

- The studio/classroom is only open and available when there is a class or open studio in session. The studio can not be used without supervision when it is closed.
- 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.

SAFETY PERSONAL PROTECTION EQUIPMENT:

CLOTHING – Students should wear comfortable clothing. Students should provide an old shirt or smock to protect clothing.
SAFETY GOGGLES & GLOVES: Use goggles, gloves and protective clothing when mixing acid. Also, use goggles when soldering with the Oxy-acetylene torch. **EYE WASH:** a portable eye wash solution is available at all times in the photo lab.



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Austin Parks and Recreation Department
200 S. Lamar,
Austin, TX, 78704
512-974-6700

May 25, 2012

Dear Friend of the DAC:

This letter is to serve as a notification from the City of Austin to parents and other customers of the Dougherty Arts Center (DAC) about the presence of an old landfill under and adjacent to the DAC. We understand that there is some concern and uncertainty regarding the landfill. We are providing this information so that you can make informed decisions.

The landfill lies under the majority of the building and extends under the lawn to the east of the building. The landfill has been thoroughly investigated for the safety of everyone involved. The City's Investigation and Evaluation Team included staff from the Health and Human Services Department, Watershed Protection and Development Review Department as well as outside environmental experts. The investigation has not identified an exposure risk to users of the DAC but the City still wants parents and other customers to be aware of the situation and to know that the assessment is ongoing.

The City discovered this previously unknown landfill during the initial construction of Butler Park in April of 2006 and took immediate action by cordoning off the contaminated area and starting its investigation. Health risks from old landfills such as this would primarily be from direct contact with the buried materials or from landfill gases such as methane or carbon monoxide.

The results of the investigation indicated:

The landfill materials appear to be over 75 years old and relatively benign. The only identifiable materials are glass bottles, ceramic pieces and pieces of metal.

The materials are covered by a layer of soil that ranges from 8 inches to 6 feet in depth.

No methane gas nor carbon monoxide have been found in six years of monitoring.

Based on initial testing, the primary contaminant of concern is the elevated lead levels within the buried materials. These elevated lead levels have not been identified in the surface soil where they would pose a health risk.

Per EPA directives, the City of Austin will continue to monitor the situation with the use of methane, natural gas, and carbon monoxide detectors both in the building and at bore holes drilled through the foundation to check gas levels below the building. The playground has been moved from the east side of the building to the west side where no evidence of the landfill has been found. We have also covered the ground of the new west side playground with several inches of mulch as an added measure of protection. The playground area and the gas monitors are checked by daily inspections and by quarterly visits from the Parks and Recreation Safety Officer who has also contributed to the safety measures taken.

We will remain vigilant in our efforts to manage this issue. We believe that the DAC and its surrounding parkland are safe but we want to be sure all interested parties are aware of the situation. If you have any questions, please do not hesitate to call:

Kimberly McNeeley, Assistant Director, Austin Parks and Recreation Department, 512-974-9490

Laura Esparza, Division Manager, History, Arts and Nature Division, 512-974-4001.

Russell Wiseman, Manager, Dougherty Arts Center, 512-974-4004

Mary Ann Vaca-Lambert, Supervisor, Dougherty Arts Center School, 512-974-4038

Sincerely,

Laura Esparza, Division Manager,
History, Arts and Nature Division
974-4001