



Round Hill Arts Center Pottery Studio Rules and Safety Guidelines

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined in this guide to keep the program functioning smoothly.

Health & Safety Rules

- All chemicals must be labeled with the name of the substance.
- When working or storing work, do not block doors and passageways.
- All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.
- Do not wear loose clothing that might be caught on equipment. Shoes must be worn in and around the studio.

Condition of Room

- Cleaning is necessary after each class and after open studio. You must begin clean up in ample time to be out of the studio by the time the session is scheduled to end.
- Tables are to be wet wiped clean, wheels cleaned after use, and walls next to the wheels cleaned of splatter.
- Sinks must be wiped out, counters wiped & dried. Do not leave tools or equipment in sink area.
- The floor should be wet-mopped after each class and open studio.
- Clay scraps should be bone dry before putting in appropriate recycle bucket. Put throwing slip in appropriately marked bucket for recycling.

Wheels

- Wheel heads and pans must be cleaned after each use.
- Floor around wheel areas must be cleaned of any splatter or water.
- Wheels are to be turned off after each use.
- Batts are to be cleaned for the next use and returned to proper place.

Glazing

- Only glazes, and under glazes approved by studio manager may be used. Studio manager reserves the right to dis-allow any troublesome glazes.
- Glazes must be applied by brushing or dipping if in glazing room. Spraying or airbrushing glaze must be done outside the building.
- Only the top 1/3 of pot may be double dipped. Same applies to dripping a glaze down the side of pot. Top 1/3.
- A 1/4" glaze margin at the bottom of the item is required.
- No glaze inside foot rings.

- Check pieces to make sure glaze is wiped off bottom before putting on the shelf to be fired.
- Inform the instructor or studio manager if the glaze bucket is empty or low.
- Make certain all the equipment is thoroughly cleaned of glaze before returning to proper storage area.
- Wipe spills from glaze buckets and scrape down the inside wall. Wipe glaze from the rims of the glaze buckets.
- If in doubt about the proper viscosity of a glaze ask the instructor to check it – BEFORE you use it. Water may be decanted or added as necessary at the discretion of the instructor.

Open Studio

- Open studio is free time gifted to enrolled students by the Board of Directors. This time can be used to practice on the wheel, trim, carve, paint, glaze, or attach handles to pots made in class. Attending open studio is not mandatory, as all work can be done during class.
- Please know that all practice pots made in open studio are not fired.
- These pots are just for practice, and they are then wired off and the clay put back into your bag.
- The Board of Directors has the responsibility to offer and/or adjust open studio if needed.

Kiln

- The studio manager is responsible for loading and unloading and firing the kiln unless other arrangements have been made. A firing log is posted in the kiln room.
- Students are not allowed to load, unload or operate kiln.
- The kiln's ventilation must be switched on during the firing process to release gases and fumes to the outdoors.
- Shelves and kiln furniture will be stacked neatly in the appropriate places after firings.

Clay

- Only clay purchased from RHAC will be allowed to be used in the studio. No outside clay is to be brought into the studio.
- All grinding must occur outdoors and eye protection must be worn.
- There is no outside work fired at the art center. Only work from enrolled students is to be fired.
- Pots are to be removed from batts as soon as possible so others may use them. Dry pots will be removed from batts and placed on shelves by the staff if batts are needed.

Closing Procedures (Applies to classes and open studio)

- Check all faucets are fully turned off.
- Check that all wheels are turned off.
- Check that all doors are locked.
- Check that all equipment is in the proper places, tables and counters are wiped, and glazes are covered.
- Students must leave when the scheduled class time or open studio is over.
- Turn off lights and lock the exit door.