

OPERATING RULES Clubhouse 4 Ceramics Studio	 Laguna Woods Village®
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A. Clay

1. Only clay purchased from the studio may be used in the studio. No other clay will be glazed or fired.
2. Clay is sold in 25 pound bags at various prices. Those wishing to share a bag must arrange that with another facility user.
3. There is no clay storage in the studio. Residents may rent a locker from GRF through the Clubhouse 4 Office. Non-Resident students must take their clay with them each time they leave the studio.
4. Newspaper or canvas must be used to cover the work areas.
5. Any sanding must be done in the grinding/sanding area outside/ behind the kiln room.
6. Keep studio equipment and door handles clean by washing your hands of clay before using any of it.
7. Maximum size for any ceramic piece is 18"x18"x18".
8. Everyone must clean up their own work areas as well as plaster molds, bats, wheels, glaze mixing utensils, and all studio equipment. Return studio tools to their designated places before leaving the studio.
9. Conserve water by using basins in the sinks.

B. Drying Room

1. Place finished work that is not completely dry on the drying shelves and mark your name, initials, or potter's mark and date clearly on the piece. If a piece is not identified it will not be fired.
2. Move your dry work to the bisque cart in the Kiln-Ready Room. Pieces left on the drying shelves for two months will be discarded.
3. After bisqueware is fired it is placed in the bisque cabinet. Studio users are responsible for removing work from the bisque cabinet within one month from the date of firing. Technicians and appointed club members have the power to remove items after said time and discard.

4. Green Wall

- a. Carts along the green wall (left side of room) are for finished green ware work that is completely dry and marked clearly with your name, date, initials or potter's mark. No two people should have the same initials or symbol.
- b. If a piece is not identified it will not be fired.
- c. Carts can be accessed from both sides. Place your piece with minimum space between other pieces. Place your piece according to height on shelves of similar height. Short pieces should be placed on the narrow height shelves and tall pieces on the tall shelves.
- d. If not, it will be moved around to make space.
- e. Measure the height and width of your piece. Pieces should not be higher or wider than 18 inches.

5. White Wall

- a. Carts along the white wall are for bisque fired pieces that are ready for high fire. Glaze and oxides must be completely wiped off from the bottom and foot of each piece before placing it on the cart.
- b. Watch out for runny glazes. The buckets are marked as such. You must use a "cookie" if you suspect your glaze may run. See Volunteer Supervisor or Saddleback Instructor for assistance.
- c. These procedures will help reduce the handling of pieces, which will result in the reduction of damage and contamination of your work. The less pieces are touched the less chance of damage.

6. The Kiln Ready Room carts are only moved by the technicians.

C. Glazing

1. Training is required to do glazing.
2. Staff has the authority over glaze mixing.
3. Emeritus Instructors have authority over classroom rules during class time.
4. Only glazes approved by the Glaze Committee are allowed. Beginning students and those with less than two years of glazing experience should use the beginning glazes in the largest buckets against the wall in the glaze area and marked with red tape. Pieces with unauthorized glaze will not be fired.
5. Glaze must be wiped off with a damp sponge from the bottom and foot of each glazed piece before it is placed on the glaze shelves. Watch out for runny glazes. The buckets of runny glazes are marked as such. "Cookies" must be used for running glazes.
6. Everyone must use a "cookie". See Volunteer Supervisor, Technician, or Emeritus Instructor for explanation.
7. No one may use spray equipment for applying glaze until receiving specific instruction in the use, care, and cleaning of the compressor and spray equipment.

This applies to everyone using the studio even if they have been using the spray equipment for a long time. Emeritus students may receive this training from their Instructor; residents must make an appointment for a special training session with the Glaze Chairperson.

8. Do not disturb any Technician while he/she is mixing glaze. Ask the Instructor or the Supervisor for assistance.

E. Firing

1. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
2. Only authorized technicians designated by the Clubhouse 4 Supervisor may fire the kilns. Only those authorized and accompanied by staff may enter the kiln room.
3. No one is allowed in the kiln room unless accompanied by an Instructor or Technician.
4. No salt firings allowed.
5. No specialized firings or refiring of already high fired items allowed without prior staff approval.
6. Work must have originated in the studio in order to be fired. Class projects may be taken home and brought back for firing but must have originated in the studio.
7. Once a piece was submitted to be fired and it was loaded into the kiln, it will not be removed from the kiln, unless it is in the front and easily removable.
8. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process, practicing safe handling and are accompanied by a buddy. No firing allowed without a buddy present. Supervisor must be informed when Raku kiln will be used. Closed toe leather shoes, cotton clothes and face protection are required.

F. Studio Clean-up Policies

Cleaning of clay and glaze equipment is the responsibility of every student, resident, and club member. This is important, not only because it is courteous, but because clay dust is a health hazard and proper cleaning will eliminate much of it.

Supervisors and instructors will announce clean-up time twenty minutes before the end of class or closing of the Studio.

1. Glaze Area

- a. Keep covers on glazes to prevent accidental contamination.
- b. Clean stirring paddles immediately and place back on hooks.
- c. Remove all equipment and clean the counters when done.
- d. Place newspapers on wet spots to prevent slipping hazards.

- e. Store all plastic containers on shelves or under sinks.
- f. Conserve water by washing tools in pan or full sink as much as possible before you rinse them.
- g. Do not dump clay in the sink. Put it in the trash can.
- h. Do not leave any tools, plastic vessels, bats, or other equipment in the sink.
- i. At the end of class, wipe down stainless steel with a clean sponge.

2. Wheels

- a. Remove splash pans and clean thoroughly in the sink.
- b. Wipe entire wheel assembly with a clean sponge before replacing the splash pan.
- c. Place your clean stool off the floor behind the wheel; turn off the power and pick up the pedal and wooden blocks from the floor.

3. Wedging Area

- a. Do not store clay, tools, or art work on the wedging tables.
- b. Do not leave wet clay on wedging tables to dry out.
- c. Do not scrape clay off tables with a metal putty knife or other sharp object. Use wooden paddle and wet sponge.
- d. If you use the wedging table, you must clean it.

4. Work Areas

- a. Work on top of canvas or newspapers.
- b. Wash off tables when finished working.

5. Floors

- a. Spills, clay trimming, or excessive clay dust in work areas must be picked up immediately. Mops, brooms and dust pans are available for use.
- b. Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.

E. Outside Grinding Area

1. Proper dust masks should be worn while any sanding or grinding any material. Dust masks are available, see the volunteer supervisor.
2. No long term storage is permitted. Benches need to be cleared daily. If work piece needs to be left overnight it must be placed on the storage shelf with resident's name and phone number. Staff has the authority to remove item from bench and place on storage shelf.
3. Grinding wheels:
 - a. Wear goggles
 - b. Step aside when starting the wheels
 - c. Water spray must cover entire grinding surface
 - d. Grind across the full surface of the wheel

4. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.