



## STUDIO ATTENDANT GUIDELINES

Policy for Ceramics Facility, Adopted February 11, 2019

Reviewed by the Ceramics Steering Committee

Document B (Revised February, 2019)

1. The Ceramics Committee Chair is responsible for selection and training of studio attendants, providing clear guidelines on studio manners, maintenance, and policy. Attendant responsibilities include, but are not limited to:
  - Reminding students and members using the clay lab to sign in.
  - Making sure that students and members have cleaned their work areas and tools before leaving, and that all tools have been returned to their proper places.
  - Maintaining a safe environment in the ceramics facility.
  - Maintaining security in the ceramics facility by ensuring all gates, doors, and lockers are properly closed and secured before leaving.
  - Selling clay to students and members using the clay lab.
  - Pugging recycled clay to be used for classes, or to sell to students and members, with money used to buy incidental supplies.
  - Communicating with Ceramics Committee Chair to maintain adequate supplies for classes.
  - Periodic studio cleanup of unclaimed work, coordinated with ceramics teachers.
2. Glazes will be formulated and wet-mixed by volunteers designated and trained by members of the Ceramics Steering Committee. Raw glazing materials will be properly stored and handled by designated volunteers. A limited number of colorant oxides will be maintained at the Art Center for clay and glaze decoration, along with the wet-mixed glazes. Only glazes formulated and mixed or verified by the designated volunteers can be used in Art Center kilns. Only clay sold at the Art Center, or verified by studio attendants, teachers, or Steering Committee members may be fired in Art Center kilns.
3. Safety:
  - a. Guidelines specific for use of the ceramics facilities will be reviewed/revised annually by the Ceramics Steering Committee, or whenever there is a change in ceramics processing or procedures. These guidelines shall be posted in the ceramics studio.
  - b. All students or members who use the ceramics facilities at the Art Center will abide by the General Facility Safety Policy and Ceramics Studio Use and Safety Guideline and are required to read the safety policy upon signing up for a class or workshop, and sign that they have read and understood the policy before beginning a class or workshop.

Personal protective equipment will be provided by the Art Center as needed. This may include latex and asbestos gloves, safety glasses, or dust masks or dual-cartridge respirators.