

Timberlane Fine Arts Policy Manual

USE OF POTTERY EQUIPMENT			
Number:	P1	Section	Pottery
Effective Date:	2024/07/22	Version:	1
Approved By:	Pottery Dept. Leads	Page:	1 of 2

Purpose

This policy describes the proper use and restrictions of use of pottery department equipment.

Scope

This policy applies to active members of the pottery department. Guests cannot use equipment.

Definitions

n/a

Policy Statement

Members must be trained on proper use of department equipment prior to use, even if the member has experience in other pottery studios. Members must contact the department heads to be trained on equipment prior to use.

Kilns

There is only one kilnmaster at a time. Kilns are loaded and unloaded by approved trained volunteers. The approved member list is found in the kiln book.

When the kilns are running, the fan should be running, and the doors open to avoid kiln overheating and shutting down.

Pug Machine

The pug machine can only be used on Pottery Department working days. It is used to mix and de-air recycled clay slop. Slop clay buckets are beside the slab roller. White and brown clay must be kept separate. Recycled clay is the property of the studio and can be used to make fundraiser items.

Prior to using the pug machine, all long hair must be tied back, loose clothing tucked in or removed, jewelry removed, and the interior and front cap of the pug machine sponged.

Extruder

Dies for the extruder are stored on the shelves above the glazes. The extruder must be wiped down thoroughly after use.

Wheels

Wheels must be unplugged and cleaned thoroughly after use. Wheel slop must be emptied into throwing water and put it into the colour specific slop buckets located next to the slab roller. The wheel head and wheel trays must be washed down thoroughly and the sink cleaned with all clay chunks

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removed. The sink strainer must be emptied outside. All parts must be returned to the wheel to avoid being misplaced. Mop around the wheel.

Wedging Tables

There are different wedging tables for white and brown clay; members must use the appropriate table for the colour of their clay. Tables should be washed down with a large sponge and bucket of water after use.

Slab Roller

To keep the roller and table clean, always roll clay out between two pieces of canvas. Canvas is located above the library. Use canvas specific to your clay colour. Wipe the slab roller down thoroughly after use.

Roles and Responsibilities

Members

- Use equipment appropriately.
- Clean equipment after use.
- Inform department heads of any damage that occurs during use.

Department Heads

- Train members on appropriate use of equipment.
- Follow up with members who are not using the equipment appropriately.
- Coordinate any repairs to equipment.

References

n/a

Attachments