

# Timberlane Fine Arts Policy Manual

USE OF POTTERY WORKSPACE			
<b>Number:</b>	P2	<b>Section</b>	Pottery
<b>Effective Date:</b>	2024/07/22	<b>Version:</b>	1
<b>Approved By:</b>	Pottery Dept. Leads	<b>Page:</b>	1 of 3

## Purpose

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

## Scope

This policy applies to active members of the pottery department and guests.

## Definitions

n/a

## Policy Statement

### Authorized Clays

Only Cone 5/6 clay is allowed to be worked and/or fired on site. Other clays are not allowed in the studio to avoid kiln mishaps or cross contamination.

### Dust Control

Dust is the biggest health and safety hazard in the workspace. To keep dust in check:

- **Sand outside – no exceptions.**
- Wipe down the glaze area, floors, tables, and other surfaces on a daily basis.
- Clean up after each session. This includes mopping the floor around your work area.
- Turn on the filtration fan in the glaze kitchen before leaving (it has an automatic shutoff).

### Supplies and Storage

Personal supplies and equipment cannot be stored in the workspace. Any member wishing to request an exception for health reasons must send an email to [timberlanepottery@gmail.com](mailto:timberlanepottery@gmail.com).

Any unworked clay or other supplies left unlabelled at the studio will be considered TFAA property.

### Shelves

The workspace contains different types of shelves for work at different stages. Use the appropriate shelf for your work at any given time.

*Drying Shelves and Damp Cupboards:* Store any works in progress or any works drying slowly on these shelves. Works must be labeled with the potter's name and date on a note near the work(s). Space is limited so please keep work moving through. Do not touch other potters' work as at this stage pottery is very fragile. Drying shelf space is only for pieces being fired in the studio kilns.

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*Green Ware Shelves:* Place work that is ready to be bisque fired on these shelves. Works must be initialed and bone dry. Only initialed items will be fired. Do not touch other potters' work as at this stage pottery is very fragile.

*Bisque Shelves:* Retrieve work(s) that have been bisque fired from these shelves. At this stage, members must measure and record the work(s) in the firing log using the cost sheet at the beginning of the record book. Remove work(s) from these shelves quickly to allow for additional bisque firings. Handle bisqued work with clean hands as they are very porous. All items must be logged before being removed from the building.

*Glaze Shelves:* Place work that is ready for the glaze kiln on these shelves. There must be at least 5 mm of clearance between the glaze and the shelf, and the bottom of the pot must be carefully wiped. If glazes run onto the kiln shelf, the member is responsible for cleaning the shelf. Do not touch other potters' work.

## Library

The library is located near the glaze kitchen. Books must be signed out in the sign-out book. Books should be returned within four weeks.

## Notice Board

Notices of classes, events, and updates will be posted on the bulletin board. Members should check the board regularly.

## Pets

While pets are allowed in other parts of the building as per the pet policy, pets are not allowed in the pottery workspace, without exception.

## Children

Children under the age of 18 years old are not allowed in the pottery workspace due to health and safety issues, potential chemical exposure, breakable items, and dangerous equipment.

## Roles and Responsibilities

### Members

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

### Department Heads

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<b>Approved By:</b>	Pottery Dept. Leads	<b>Page:</b>	3 of 3

- Follow up with members who are not using the workspace appropriately.
- Post notices on notice board.
- Approve or deny requests for storage of personal supplies due to health reasons.

## References

n/a

## Attachments

n/a