

## STUDIO PROCEDURES

1. Book your studio time online on the APG website. (<https://www.arrowsmithpottersguild.com/studio-time-booking-form.html>) at least 12 hours before your requested time.
2. You must sign in and out in the studio book located on the shelf near the entrance at all times.
3. Only cone 6 clay is fired in the studio kilns.
4. Bring your own tools, towel and apron.
5. Do not wedge red clay on the wedging table. Use red-designated boards & canvas.
6. Remove pots from batts and return them to their proper place ASAP in order to keep them available for others.
7. Be aware that there is no drain under the studio sink. Remember to empty the bucket in the sink into the outside drain at the end of your shift.
8. Clean your batts well with a damp sponge or plastic scraper. To prevent warping, do not submerge or soak them in water.
9. Clean everything that you have used – buckets, extruder, tools, wheel, slab roller, floor, table, chair, wedging table, sink, glaze room, etc. to prevent clay dust build up.
10. The Reclaim Bin is for small scrap clay. Press larger pieces through the grid. Make sure no foreign pieces (e.g. sponges, pin-tools) end up in there. Do not add any speckled clay and definitely no floor sweepings.
11. You are responsible for moving, covering, labeling and chop-marking your own pots.
12. Remember to be respectful of other's work.
13. Move your ware to the "To Be Bisqued" shelf in the glaze room when it is bone dry.
14. After the bisque firing has been done you can retrieve your pots from the shelves in the kiln room and proceed to glaze them. Follow the instructions on the glaze room wall. Don't forget to remove all traces of glaze from the bottom of your pots.
15. Place your glazed pots on the "To Be Glaze Fired" shelf in the glaze room and they will be fired when space is available.
16. Only authorized members are permitted to load, unload and start the kilns – no exceptions!
17. Make sure that you weigh and record all your bisque and glaze fired items on the firing sheets in the kiln room next to the scale. You will be invoiced monthly by email.
18. Left over and unclaimed pots will be disposed of each year after December 31<sup>st</sup>. A warning email will be sent in mid December.