

## GENERAL STUDIO CLEAN UP PROCEDURE

- Pick up any large clumps of clay and put them in the reclaim bin
- Use a wet sponge to clean all surfaces you have touched
- Wash all tools you have used in the bucket in the sink
- Wipe all surfaces again with a sponge, use a dry cloth to dry surfaces
- Either wipe the floors with a sponge, a wet mop, or vacuum
- When you are finished in the studio, carry the bucket outside and dump in the grassy area. Avoid dumping in the same spot, it becomes muddy and water does not absorb
- Clean in and around the sink

## HANDBUILDING PROCEDURE

- Use a canvas board corresponding to your clay type: light, dark, porcelain
- Take note if any tools or supplies are for white clay or red clay only
- When finished with your work, place on a board labeled with a clothespin with your name and cover with plastic
- If leaving your work for several days, make sure to wrap the plastic around the bottom of the board
- Store your work on the greenware shelf. Store from back to front, as close together as possible. Try to avoid touching other people's work as dry clay is fragile
- When your work is bone dry, move it to the kiln shelves. Place pieces on the shelf with corresponding heights, as close together as possible, from back to front
- Complete general studio clean up procedure when done

## WHEEL PROCEDURE

- Check the splash pan is clipped together
- Plug the wheel in and turn on power switch
- Set your direction to clockwise and counterclockwise
- Put pressure on the foot pedal to increase speed
- Release pressure to decrease speed
- When finished with your work, place it on a board labeled with a clothespin with your name
- If leaving your work for several days, make sure to wrap the plastic around the bottom of your board
- Store your work on the greenware shelf. Store from back to front as close together as possible. Try to avoid touching other people's work as dry clay is fragile
- When your work is bone dry, move it to the kiln shelves. Place pieces on the shelf with corresponding heights, as close together as possible, from back to front

## WHEEL CLEAN UP PROCEDURE

- Completely sponge out as much clay and moisture from the splash pan as possible
- Remove water from the top of the slurry buckets
- Take the splash pan apart and empty slurry into corresponding bucket
- Clean splash pan in green bin, empty water outside
- Wipe wheel down twice and dry with a dry cloth
- Complete general clean up procedure.

## TRIMMING YOUR CLAY

- Place your pot as close to center as possible, center your clay
- Once centered, stop the wheel and hold the pot firmly with one hand while you press 3-5 coils of clay in place around the rim to fix it to the wheel
- With the wheel spinning at medium pace, trim your work
- Remove coils of clay
- Pick up any large clay chunks and put them in the corresponding recycled clay bucket
- Dry sweep clay bits with your hand or a cloth. Mop or wet sponge the floor
- Complete the general cleaning procedure

## SLAB ROLLING PROCEDURE

- Instruction required before use. If new, ask studio technician or supervisor for help
- Use the corresponding canvas for your clay: dark or light
- Place the canvas on the slab roller table and put your clay between the two sheets, ensure it does not touch the metal roller
- Only clay and slab roller canvas can go through the roller – no boards, molds or tools
- Clean the canvas using a large yellow sponge
- Follow general clean up procedure when finished

## EXTRUDER PROCEDURE

- Remove the handle and plunger from the barrel
- Using the alan key, remove the pins holding the cap on the bottom of the barrel
- Put a die in the cap and replace the cap and pins in the barrel
- Form a fat coil of soft clay, to fit the size of barrel

- Drop the coil at the top of the barrel
- Place the handle pin into the top-notch of the back bar bracket
- Gently pull the handle down. When the handle is depressed to its lowest position remove the handle pin, ratchet down the back bar one pin space, and gently pull the handle down with slow firm pressure
- Repeat

## STORING WORK

- When finished with your work ensure you have marked it with your stamp or initials, place it on a board labeled with a clothespin with your name on it
- If leaving your work for several days, make sure to wrap the plastic around the bottom of your board
- Store it on an open greenware shelf. Place items as close together as possible, and store from back to front. Avoid touching other people's work, as dry clay is fragile
- Pieces that need to dry especially slowly may be placed in the drying cupboard
- When your work is bone dry, move it to the kiln shelves next to the kiln. Place your bone dry pieces on the shelf according to height (group similar heights together) and fill shelf from back to front keeping pieces close together

## RECYCLING CLAY

- You can recycle any scrap pieces of clay that are free from dirt and other debris, and have not been fired
- Place your clay in corresponding light/dark clay bucket

## GLAZING PROCEDURE

- If sanding, do it outside in a well-ventilated area away from the public, this can be avoided altogether by giving your greenware a final sponge before it is fired
- Clean your bisqueware of any debris with a damp sponge, let it dry
- Apply wax resist to the foot of your pot, at least ¼ inch up with a sponge or brush, let it dry
- Wash your sponge or brush to remove the wax

## *DIPPING*

- Stir glaze until you feel no substance on the bottom of the container
- To coat the whole piece in a single glaze, the easiest technique is to pick it up with a pair of glaze tongs and dip it in, count to three and pull it out

- Make sure to empty it as you withdraw, by holding it upside down over the bucket to drain the excess glaze
- Wipe off the glaze sticking to the wax with a clean wet sponge while you are holding it with the tongs over the bucket
- Set the piece down and allow to dry before adding additional coats
- After it is dry enough to handle, turn it over and sponge off any glaze remaining on the bottom
- The foot must be completely cleaned off before it can go in a kiln. If this is not adhered to, your piece will need to be placed on the “Oops” shelf for you to fix before it can be fired
- If there is potential for your glaze to drip while firing, place a cookie under it
- Place your dried glaze pieces on the shelf labeled glazed bisqueware. Follow the instructions for placement
- Double check that the lid is on glaze bucket prior to returning to shelf
- Follow general cleaning procedures

#### *Brushing Glazes on and Underglazes*

- For even coverage, brush the first coat side to side and the second coat up and down
- Repeat, most brushed on glazes need 2-3 coats
- To avoid dust, clean the rims of lids before placing back on
- Place your dried glaze pieces on the shelf labeled glazed bisqueware

#### *Storing your work (glazed bisqueware)*

- Place work on shelf according to height, as per signage
- Place work from back to front, as close together as possible without touching other people's work

It is not the role of the studio technician or the volunteer supervisors to clean up after members. They have the right to request you start cleaning up close to closing time, or request that you clean or re-clean something you have used. Please respect our technician and supervisors' time and cleaning requests.