

## CLUBHOUSE 4 CERAMIC SLIPCASTING STUDIO PROCEDURES

### A. GENERAL

1. Volunteer supervisors (supervisors) must be familiar with the Operating rules and procedures set for Slipcasting studio.
2. Supervisors have the authority to deny use of the studio to any person if the studio and/or its' equipment is being used in a careless, unsafe or inappropriate manner.
3. Any form of harassment, intimidation, disruptive behavior, emotional and/or verbal abuse is not permitted in the studio. Those engaging as such will be reported to Security and the Clubhouse 4 office immediately, per GRF Guidelines and Regulations.
4. If there is no supervisor on duty in the studio, the studio will be closed.
5. Only those students enrolled in an Emeritus ceramic class may be in the studio during class time. Nonstudents, including residents and members, may not come into the studio for any reason, including dropping off or picking up work due to limitations in the Emeritus insurance policy.
6. Slip (liquid clay), glazes (clear, matte, satin and brilliant), paints, brushes and various tools are available in the studio for purchase by requesting assistance from a supervisor.
  - a. During Emeritus class, only cash will be accepted from all students for purchases in the studio (exact change and no bills higher than \$20).
7. All aisles and areas between tables must remain clear of chairs, carts and any other items for accessibility and safety. Working at the end of a table is prohibited.
8. All work in progress or supplies stored in the studio are done so at the owner's risk. Utensils, tools, molds, work, etc. may not be left out overnight.
9. Clubhouse 4 lockers may be rented from the Golden Rain Foundation through the Clubhouse 4 office staff.

### B. EMERGENCY

1. In case of injury or illness, call 911. Notify the Clubhouse 4 office and Security immediately at 949-580-1400.
  - a. The First Aid Kit is in the slip cupboard on the middle shelf and in the Clubhouse 4 front office.
2. In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to the EXIT doors.

### C. ATTIRE

1. Wear suitable clothes to work in a studio environment; an apron is recommended.
2. Closed-toe/heel/non-skid shoes are required in the studio.

### D. MOLDS

1. Locating a mold
  - a. A list of all molds in the studio are available in binders at the supervisor's desk. These binders are to be referred to ONLY at the supervisor desk; they are not to be taken to any workspace or out of the studio.
  - b. The green binders have lists of molds that are on open pull-out shelves and can be used by students, residents and club members.
  - c. Molds are listed by category; description of mold; mold number and shelf.

- d. Each mold has a unique numbering system.
    - i. example: mold marked as W 962 (2) is located on open pull-out shelf W-2; W 962 is marked on the mold.
  - e. The pink binder has list of molds for use exclusively by club members; these are marked as X and kept in locked cabinets.
    - i. X-molds can be retrieved by requesting the supervisor who will check member status.
    - ii. Follow the same system as open shelf molds to locate the X mold in the locked cabinet.
2. Do not pour mold that is damp to the touch as it could jeopardize the long-term integrity of the mold as well as the piece being poured.
    - a. Molds can only be poured one time per day.
  3. If you break a mold, you may be asked to pay to have it replaced or mended.
  4. Prior to being placed on the drying racks all molds must have their exteriors, including rubber bands, cleaned of any slip to prevent dried slip dust from accumulating in the drying rack area as it is a health hazard.
  5. Poured molds must be drained and put on the drying rack two hours prior to closing of the studio.
  6. After using a mold, it must be cleaned, banded with a minimum of two bands and returned carefully and securely to its' designated shelf or drawer.
  7. Use dry paper towels and plastic instruments to clean the inside of the mold after use.
    - a. Do not clean the inside of molds with a damp sponge; the outside of the mold may be cleaned with a slightly damp sponge.
    - b. Do not use metal instruments in or on the molds.
- E. "HAND BUILDING" versus "ADD-ONS"**
1. No hand building is permitted in the Slipcasting studio; add-ons must be attached to poured pieces prior to firing.
  2. **"Hand Building" definition:** A stand-alone item crafted by hand using the remnants of the "pour-gate." Hand-built pieces are prohibited in the Slipcasting studio due to close resemblance to those fired in the Ceramics studio which could lead to misplacement in the high fire kiln resulting in meltdown of the piece and damage to other pieces in the high fire kiln; hand-built pieces are difficult to stilt due to weight imbalance.
  3. **"Add-Ons" definition:** A piece put together from remnants of the "pour-gate" pressed into an open "press mold" to create an item that is then attached to a larger molded piece.
  4. Only the pour-gate remnant from slip used in the Slipcasting studio may be used for making an "add on" item.
    - a. Never mix the "pour-gate remnant" with any kind of clay or other material from the neighboring Ceramic studio.
- F. WATER CONSERVATION**
1. Use the least amount of water possible using a small stream of water when possible; turn off the water any time you are not actively using it.
  2. Wash tools and brushes in a small bucket or other container before minimally rinsing to conserve water.
- G. CLEANING**
1. Equipment and area cleaning are the responsibility of every Slipcasting studio user.

2. Greenware cleaning must be done in a manner that minimizes dust.
  - a. No sanding, scraping, or grinding of bone-dry or bisque products permitted inside the studio; please sand, scrape, or grind outside over a trash can to catch the dust and debris.
  - b. A mask is required which is available at the supervisor's desk.
3. Use slip/overflow sinks when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. Use newspaper to remove as much slip and glaze as possible prior to using the studio sinks.
  - a. Discard all used newspaper.
4. Depending on your activity, allow 20 to 30 minutes for cleanup.
5. Clean glaze residue, spills, and dust on any surface with a wet sponge or wet towel.
6. Clean and put away any used studio tools or equipment.
7. For water and slip spills:
  - a. Secure the area immediately.
  - b. Inform the room supervisor.
  - c. Clean the spill as much as possible.
    - i. Use newspaper to absorb water.
    - ii. Use small broom shovel to pick up liquid slip.
  - d. Call Clubhouse 4 staff for further assistance.

#### **H. SLIP**

1. One-gallon jar of slip is available in the studio for purchase by requesting assistance from a supervisor.
2. Only residents may store slip in the studio; each resident may store a maximum of two jars.
3. Stored slip jars must be marked clearly with your full name and/or initials plus the marking "Res" to denote you are a resident.
4. Newspaper must be used to cover all work areas to absorb spillage or stains.
5. No sanding/scratching or grinding is allowed in the studio; sanding must be done outside, over a trash can, where dust will not fall on nearby areas and benches.
6. Slip must be cleaned up and requires rinsing the sponge for the last wipe to remove as much residue as possible from tabletops and chairs.
7. Clean slip/glaze covered items (brushes, tools, sponges, buckets, spatulas, etc.) in the slip/overflow sinks only.
  - a. Use newspaper to pre-clean these items so as little slip/glaze as possible goes into the studio sinks.
  - b. Prewash brushes and tools in a small container of water to conserve water.

#### **I. FIRING**

1. The firing temperature for the first firing, greenware to bisque state, is 1945 F.
2. The second firing, bisque to glaze, is 1828 F.
3. Leave a note for the technician if any "special" handling is required for firing especially if you have used wax resist or Stroke & Coat on your greenware.
4. No outside bisque will be fired unless it is (a) being provided by a vendor who is holding a demonstration or (b) is part of a Saddleback Emeritus class project approved by the Clubhouse 4 volunteer supervisor.
5. No specialized firings are allowed unless approved by the Clubhouse 4 Supervisor. This includes Saddleback Emeritus class projects.

6. Do not approach a technician with questions or requests; bring your questions and requests to the volunteer supervisor.
7. Work must have originated in the studio to be fired. Projects may be taken home to be worked on and brought back for firing, but they must have originated in the studio.
8. Wet greenware or damp glazed bisque is not to be placed on the end caps for firing. It should be appropriately marked and stored in the drying cabinets until fully dry; wet/damp/cold pieces left on the end caps will be transferred to the 'reject' shelf.
9. If your piece is on the 'reject' shelf, please read the note, fix the problem, answer the question and put your item on the appropriate firing end cap along with the note.

**J. GREENWARE, BISQUE, DRYING CABINETS AND END CAPS**

1. Only supervisors are permitted to touch, move and/or distribute fired items from the bisque and finished cabinets.
2. Greenware 'in progress' may be taken home or it may be wrapped in plastic, marked clearly and visibly with white masking tape on the outside of the plastic OR on paper towel under your piece and must include your name and the date, then placed in the greenware drying cabinet.
3. Greenware 'ready for drying' may be taken home or it may be placed in the greenware drying cabinet without the plastic. Your full name and date must be clearly visible on the ware board.
4. Only greenware that is 'bone dry' and ready for the first firing should be placed on the 'greenware' end cap. Any wet or damp items must be stored in the drying cabinets or taken home until fully dry.
5. Using final glaze products on greenware is not permitted.
6. Bisque items, which have their final glaze applied, should be placed on the 'bisque' end cap.
7. Studio users are responsible for picking up their pieces from the greenware, bisque and finished cabinets as soon as possible.
8. Greenware, bisque and finished items left in the cabinets for three months will be "blue tagged" in preparation for disposal and/or donation; "blue tagging" week will be announced to all studio members and Emeritus students.
9. If greenware, bisque or finished items are to be picked up by a friend or another colleague a note from the owner with full name, date, and signature must be presented to the supervisor, along with a clear description or a picture of item(s).
10. Do not touch any other person's work that is on the end caps or in the drying cabinets, or anywhere else in the studio. Your hands may have natural oils, etc. on them which can potentially damage a piece.

**K. CELL PHONE USE**

1. Texting is permitted.
2. Silence cell phones; and use them outside if necessary.

**L. GUESTS & VISITORS IN THE STUDIO**

1. The studio is not a place for socializing with friends who are not actively working on Slipcasting projects.

2. For insurance reasons, anyone spending more than a few minutes in the studio must sign the 'Hold Harmless Release and Waiver of Liability Agreement Form, register on the studio sign-in-sheet and show their resident I.D. card to the Supervisor, if requested.

Non-compliance or disregarding the above rules, instructions or safety guidelines will be reported to the Clubhouse 4 Staff. If continued it will be presented to the Compliance Department/Golden Rain Foundation Board of Directors, which could result in the denial of future use of the facilities.

The club board of directors and Recreation Department reserves the right to periodically review and adjust the above procedures as needed to accommodate the needs of studio and club members.