

# STUDIO RULES

## GENERAL RULES

Resident artists will be given a key to have unlimited and autonomous access to the studio. **Always make sure the studios are locked after being utilized. NHCP is not responsible for any damaged work or stolen items.**



When clay dries, it creates silica dust, which is not healthy to inhale. To keep a safe working environment for everyone, keep the shared studio spaces and individual work areas clean.



**When finishing work for the day/night, tidy up your area, adjust the thermostat, turn off the lights and lock all the doors of the studio.**



Refrain from putting chunks of clay down the sink. Place dried out clay or slurry in appropriate clay recycling buckets.



Do not remove tools or materials from the NHCP studio. These are shared items among residents. You are responsible for cleaning any shared items (ware-boards, clay tools, bats, etc.) after use and returning them to the designated areas.



Shoes are required in the ceramic studios.



No painting, gluing/epoxying or cutting directly on the tabletops. If you need to paint or glue/epoxy a ceramic piece, you must protect the surface of the table with disposable material, i.e. newspaper.



The studio is not available for public use or non-resident/non-staff usage during the residency period. Those individuals wishing to use the facilities should be directed to the Program Manager to discuss upcoming programs and events for the public.



If the glue, epoxy or other materials you need to use create noxious fumes, you must do one of the following:

1. Glue/epoxy works outside (additional tables are in the storage shed).
2. If you use lusters, please schedule this use with your studio mates.
3. If the weather does not allow for working outside, please schedule these activities with the other artists so they and you can either be absent or wear appropriate filters to protect themselves. Please air the studio out when using such materials.

## FIRING OF WORK

Each resident will need to confirm their understanding of the kilns or ask to receive training before independent operation can occur.

- Kilns should be utilized to their full capacity. Do not fire an empty kiln.
- **ALWAYS turn on kiln vents and close kiln room doors when firing.**
- All work to be loaded into the kiln must be bone dry or firm leather hard – wet work should NOT be fired. This extends the life of the kiln elements.
- Please only fire up to Cone 7 in the studio electric kilns. Cone 10 firing should be reserved for the atmospheric kilns outdoors.

## CLAY/GLAZE PANTRY GUIDE

- Respiratory protection is required when working with all dry materials. There are two ventilation areas located in the kiln room and clay mixing room.
- Please do not waste dry materials. Always mix a 100-200-gram test batch of glaze/clay before using dry materials for a potential unwanted large batch glaze/clay.
- You are responsible for cleaning up after mixing clay or glazes, including cleaning the mixers, washing tools, and putting lids back on appropriate glazes materials.
- All clay/glaze must be stored in appropriately **labeled containers with clay/glaze names and recipes.** Do not use a container with a food label to hold glaze or clay materials.

- Any work that runs off projects and damage kiln shelves are your responsibility to clean and repair.
- Any damage done through negligence of the resident is their responsibility to purchase/provide a replacement.

## PLASTER MIXING

**Plaster contamination** (mixing plaster into clay to be fired) creates problems with your projects, and potentially with all projects in the studio, so use caution when mixing plaster.

- When using plaster in the studio, line work surfaces with disposable material, i.e. plastic or newspaper and apply Vaseline to any buckets/tools you will be using to mix. This will aid in clean up and contain the plaster to avoid contamination.
- You must clean borrowed buckets/tools used to mix plaster **THOROUGHLY**. No traces of plaster should be left on the buckets/tools.
- You or anyone else in the area must wear respiratory protection while mixing plaster.
- **NEVER DISCARD PLASTER DOWN ANY SINK.** Discard plaster in trashcans.
- **NEVER** recycle any prototyping clay that has touched plaster. Place it in an appropriately labeled container or bag for future use, or dispose of it in the trashcan.



A first aid kit is located above the sink in the main studio.

Dust masks, nitrile gloves and safety goggles are located in chemical/tool room.

Dispose of dust masks in a trashcan after use; do not store them on surfaces exposed to dust.

The studio has shared respirators that are cleaned/sanitized after each use; however, it is recommended to bring your own respirator.

MSDS documents of all materials in our studios can be found online. Please ask about any health and safety information concerning any material provided by the NHCP.