



Studio Rules and Etiquette

These rules are designed to promote a safe, clean, and respectful studio environment. All members, guests, and employees must follow them for everyone's well-being.

Your Responsibility:

- Always ensure your personal safety in the studio.
- Do not use equipment or machinery unless you've been authorized by Studio Management.
- If you're unsure about safe operation, ASK the Studio Management team.

General Etiquette

- Always be considerate of others.
- Respect personal space and avoid disturbing others while they work.
- Do not touch someone else's work or tools without permission.
- Report any broken or damaged items or equipment to studio staff.
- Avoid offering unsolicited advice or criticism.
- Use materials responsibly and avoid wasting them.
- Always do any dry sanding or grinding OUTSIDE
- Take phone calls outside to maintain a quiet atmosphere for others.

Shared Studio Spaces

- Be mindful of the space you occupy, especially if others are using the studio.
- If you are alone, you can spread out, but make room for others when needed.
- Leave shared areas clean (including floor space) and organized for the next person.
- Keep tables and countertops clear of unnecessary items.
- Shared shelves (for Green Ware, Glazing, Firing, and Completed Work) are only for work in progress.
- Use your designated private storage areas for personal items, not the shared shelves.

Clay, Glazes & Tools

- Only use clay and glazes purchased from the studio unless prior approval is given by Studio Management.
- Store your clay, glazes, and equipment in designated personal areas.
- Label all your clay and glaze packages with your name using a marker.

Kilns

- Studio staff are responsible for loading, unloading, and firing the kilns unless otherwise authorized.
- Do not load, unload, or operate the kilns unless you've received approval.
- Kilns can be dangerous. Take necessary safety precautions when in the kiln area.
- Ensure your pieces are properly prepared for firing (e.g., proper dryness, no excessive glazing, relevant air escape holes).
- You are entirely responsible for any damage caused by your work to the kilns, kiln furniture or the work of others

Wheels

- Do not use the wheels unless you are confident in operating them safely.
- Secure your clothing, accessories, and hair to avoid any safety risks.
- Remove jewellery from your hands and wrists before using the wheel.
- Clean wheel heads, pans, and the floor area after use.
- Always turn off the wheels when finished.
- Clean and return bats to their designated place.

Machinery, Equipment, and Tools

- Tools, equipment, or machinery must never leave the studio.
- All equipment can be dangerous if used improperly. Make sure you know how to use them safely.
- Ask for help if you're unsure how to use any machinery or tools.
- Clean all equipment, tools, and machinery thoroughly after use to avoid contamination.
- Return all shared tools, sponges, brushes, and containers to their proper places after use.

Attire

- Always wear appropriate safety clothing and equipment, especially when sanding or using the spray booth.
- Dress comfortably but avoid clothing that could get caught in machinery.
- Secure long hair.
- Aprons are recommended for protection.

Cleaning

- Every member is responsible for keeping the studio clean.
- Clean up after every class or session.
- Start cleaning in time to finish before the end of your booked session, allowing others to begin on time.
- Rinse tools, wheels, hands, and boards in designated sinks to avoid clogging drains.
- Wipe down tables, mop floors, clean wheels, and ensure the area around the wheels is clear of splatter.
- Wash all shared tools and equipment and return them to their proper storage.
- Recycle clay scraps and slurry into designated reclaim buckets.
- Wheel water buckets should be emptied through a strainer into a bucket, not down the sink.

Dust in the Studio

- Clay dust is hazardous to health. Always keep dust levels low and protect yourself and others.
- Wet Clean the studio floor regularly to minimize dust accumulation.
- Wet Wipe wheels after use and clean ware boards and batts in the wash sink.
- Sanding and Grinding should be done outside, not in the studio.
- Wear a face mask and safety goggles when working in dusty conditions.
- Never dry sweep—always vacuum or clean with water to avoid creating dust clouds.

Labelling Your Work, Tools, and Space

- All work made in the studio must be clearly labelled to avoid confusion and prevent pieces from being lost.
- Unlabelled pieces will not be fired.
- Do not use pin tools to label work, as they leave sharp edges that need to be sanded.
- Personal tools should also be labelled.
- For Students, when labelling, include your workshop tutor and date plus your last name and initials
- Full name and initials or if you prefer, you can bring an identifying stamp to label your pieces.
- Label your shelf with the same stamp or signature and include your name.