



## 2021/2022 Student Ceramics Handbook

Updated: June 2021

Welcome to Place des Arts ceramics studio! To fully understand the workings of the studio, the technician and the pottery process itself, please read this handbook carefully. By registering for a ceramics program, the student acknowledges that they have read and agree to the studio procedures outlined within. Students will be oriented to the studio by their teacher during the first class.

**In addition to the studio procedures outlined within, all registered students are required to follow the safety guidelines implemented at Place des Arts in accordance with Provincial Health guidelines. Please visit the [Policies and Procedures page](#) on [placedesarts.ca](#) for our current Safety Plan and protocols.**

### THE STUDIO

Our studio is a mid-fire stoneware facility that allows students to choose either electric/oxidation or gas/reduction firing. The studio consists of 4 spaces. **As of June 2021, all students and teachers/technicians are required to wear a non-medical mask throughout the ceramics studio. Please follow studio signage and occupancy limits to keep everyone safe.**

#### Room 108: The Wheel Room

This area has wheels and table space for students and teachers. The teacher wheel and working space are not available for student use. Each student wheel is numbered, and each student will have access to a table space indicated with a corresponding number. The number of student wheels in the room is subject to change in accordance with Provincial Health guidelines.

#### Room 107: The Glaze Room

All glazes are kept here, and samples of available glazes are on display.

#### The Kiln Room

The Kiln Room has three electric kilns and one gas kiln, all used for firing student work.

#### The Damp Room

The Damp Room is designed to keep your works in progress in a moist workable condition.



## OPEN STUDIO TIME

Open Studio time is available to registered students. Open studio access is limited and students are required to sign-up for Open Studio in advance. The Open Studio Sign-Up Sheet is a Google Docs spreadsheet that will be updated bi-weekly (once every two weeks). The Open Studio Sign-Up Sheet indicates when the studio is available and how many spots/wheels are available. The ceramics programmer will email registered students every second Monday (or Tuesday on weeks with a holiday Monday) once the new schedule is live for online sign-up.

The Open Studio schedule will indicate the maximum number of spots students may sign up for in advance per calendar week (Sunday-Saturday). If there is availability, students may sign up for an additional open studio spot within 24 hours of the start of the available spot. For example, if there is an available (blank) spot on the sign-up sheet for January 26 at 12:00pm, a student can sign up for that spot beginning at 12:00pm on January 25. Not all students will have the opportunity to sign up for an additional spot each week as there are more students than there are available spots. All sign-ups are on a first come, first served basis. Students may only sign-up for Open Studio time for themselves. If you require assistance with sign-up, please call the Registration Desk at 604-664-1636 ext. 0 or visit in-person.

Each line on the Google Docs Sign-Up Sheet has a wheel number beside it. These wheel numbers correspond to the numbered student wheels and tables in the studio. Please use the space you have signed up for. The teacher wheel and working space are not available for student use.

If you have signed up for an Open Studio spot and are unable to attend, please remove your name from the Sign-Up Sheet to allow another student to attend. You may remove your name from a spot up until 1 hour prior to the start of the posted open studio spot. A no-show counts as an open studio visit for that week, and students may not remove their name from a spot that they did not attend.

Sample of Open Studio Sign-Up Sheet:

	Date	Sunday, July 11	Monday, July 12	Tuesday, July 13	Wednesday, July 14
MORNINGS	Studio Time	N/A	8:30 - 11:00 AM (2.5 hrs)	8:30 AM - 12:00 PM (3.5 hrs)	8:30 AM - 12:00 PM (3.5 hrs)
	Wheel 1				
	Wheel 2				
	Wheel 3				
	Wheel 4				
	Wheel 5				
	Wheel 6				
MID DAY	Studio Time	N/A	11:30 AM - 2:00 PM (2.5 hrs)	12:30 - 4:00 PM (3.5 hrs)	12:30 - 4:00 PM (3.5 hrs)
	Wheel 1				
	Wheel 2				
	Wheel 3				
	Wheel 4				
	Wheel 5				
	Wheel 6				
AFTERNOON/ EVENING	Studio Time	N/A	2:30 - 5:00 PM (2.5 hrs)	4:30 - 7:30 PM (3 hrs)	4:30 - 7:30 PM (3 hrs)
	Wheel 1				
	Wheel 2				
	Wheel 3				
	Wheel 4				
	Wheel 5				
	Wheel 6				



## 25 MINUTE CLEAN UP CHECKLIST

Please leave the studio clean and disinfected to help keep the studio a healthy and comfortable environment for everyone to work in. When using the studio, clean and disinfect the individual space you have used as well as the common area. Be sure you have cleaned up and are ready to leave the studio by the end of the posted Open Studio hours. Clean up should begin at least 25 minutes before you plan to leave the studio.

### 20 minutes for individual space

*Clean everything with a WET sponge (no dry sanding, sweeping or blowing dust into the air). Silica dust can remain in the air for a very long time and prolonged exposure may cause respiratory discomfort or disorders such as silicosis.*

- CLEAN TOOLS AND EQUIPMENT:** Do a preliminary rinse of equipment and tools in your throwing bucket. Collect and keep or dispose of scrap clay in discard bucket, pour off water from throwing bucket and dispose of sludge in discard bucket, finally, do a clean rinse in the sink.
- CLEAN WHEEL:** wipe down wheel with a wet sponge. Wheels should look new with no clay residue anywhere. Take your wheel apart to ensure you reach all the nooks and crannies, then once the wheel is reassembled give it a final wipe down.
- CLEAN TABLE:** wipe down table with a wet sponge. To ensure tables are clean and free of clay residue, first do a preliminary wipe down, then give the table a clean rinse.
- DISINFECT:** after cleaning, spray disinfectant on paper towel and wipe down all surfaces including your wheel, table, stool and vinyl barriers on center table.
- WET MOP FLOOR**

### 5 minutes for common space

*If each student does an extra 5 minutes of general clean-up after each studio session, the space can be maintained in a state that everyone can enjoy.*

- CLEAN AND DISINFECT SHARED AREAS:** wipe down sink, counters, window knobs, door handles and all surfaces. After cleaning, spray disinfectant on paper towel and wipe down all surfaces.
- CLEAN AND DISINFECT GLAZE ROOM:**
  - Put all used newspaper into the garbage and wipe counters.
  - Ensure the correct lids are used with corresponding glaze buckets to avoid glaze contamination and wipe down sides and lids of buckets.
  - Ensure all glaze tongs, glaze trailers, sponges, stir sticks etc. are cleaned thoroughly, disinfected and neatly returned to shelves.



## STUDIO ETIQUETTE

- Students must clean and disinfect their wheel and work area after each use; students may also wish to disinfect their wheel and work area prior to use. Disinfecting spray will be available in the studio.
- Cell phone conversations are not permitted in the studio. Please excuse yourself and take your conversation outside the studio.
- The studio is no longer a fragrance-free zone. Some of the chemicals used to disinfect surfaces in the studio and throughout the building have a mild fragrance. That being said, please be mindful not to use other scented products prior to or during your visit to the ceramics studio.
- Food is not permitted in the studio; drinks may only be consumed in the Wheel Room (108).
- The kitchen and café areas are not available to students. If food items are brought to Place des Arts, students will be required to take leftovers and containers with them. Students will also be required to bring their own cutlery.
- Guests, including family and children, are not permitted in the studio.
- If you have clay on your hands, **please only touch clay**. Clean your hands before touching door handles, shelves, the sink, etc.

## PRODUCTION

Each student may make a maximum of 25 pieces per session. Pot sizes are limited by kiln and kiln shelf sizes. The maximum size is: up to 12” in diameter at the base, 15” in diameter at the top and 18” tall. For rectangular or free-form pieces, the maximum size is 12” x 18”. Pieces less than 3” in diameter are two-for-one. There is no limit on test tiles.

Your work should have your initials, mark or name and kiln room shelf number clearly marked on the bottom so that no confusion results over the ownership of the work. Before and after using a shelf stamp to mark your pieces, please disinfect the stamp using disinfecting spray and paper towel.

## PRODUCTION DEADLINES

Each session, the following deadlines are indicated on the Open Studio Sign Up Sheet:

**Last Wet Clay Day:** this is the last day a project can be started.

**Greenware Deadline:** all projects must be ready for bisque firing and placed on your kiln room shelf.

**Glazeware Deadline:** all projects must be glazed and ready for final firing and placed on your kiln room shelf.

At the end of each session, an email will be sent to students when projects can be picked up. Unclaimed pieces will be donated as “clay things” to the Artisan Shop or discarded after the pick-up deadline.

## PROJECT STORAGE

Space is available for storing projects in various stages of development in the studio and in the Damp Room. Projects should be stored carefully, with respect for others’ work. A small bump to a damp project can cause a large problem and unnecessary disappointment. As storage space is limited, please move your pieces to the next stage as soon as they are ready.



## TOOLS AND EQUIPMENT

This season, there will be no shared tools available in the ceramics studio. You must bring all your own tools, including cleaning sponges and towels. It is BYOB: Bring Your Own Bats, Buckets and Boards! There are wareboards available to borrow for the session. Please use masking tape to label the boards with your name. Do not share boards with other students.

### Basic Tools (Recommended)

- Notebook and pencil
- Metal needle tool
- Wooden ribs
- Kemper or generic pottery tool kit\*
- Dry, clean plastic bag
- Flexible metal rib or expired credit card

\*Generic pottery tool kits are available at the Registration Desk for \$15.00 + tax and include: a boxwood potters' rib, boxwood modeling tool, ribbon tool, sponge, needle tool, loop tool, metal scraper and a wire clay cutter.

### Optional Tools

- Calipers
- Trimming tools
- Paint brushes
- Ruler
- Teapot strainer punch
- Wooden tools
- Small knife (e.g., cheap paring knife)
- Ice cream pail with lid or large Ziploc bag for wet clay

Other supplies can be purchased from Greenbarn Potters Supply, Opus Art Supplies, Totally Ceramics and Pottery or Amazon. These include: shredder blades, wire tools, fettling knives, loop tools, wooden, silicone and metal ribs, hole cutters.

### Clay

To protect our equipment, **only clay purchased at Place des Arts may be used.** Please speak to your teacher or the technician for more information about our clay and your specific clay needs. Current price lists for clay are posted in the studio. Due to limited space, your clay and materials cannot be stored at Place des Arts. Clay is available for purchase from the Registration Desk in full or half-box amounts and as reclaimed clay by the bag (processed from our pug mill prior to March 2020). Students will give their receipt to their instructor, the technician or available staff who will retrieve the clay and keep the receipt.

### Glazes and Decoration

The technician maintains a supply of glazes for student use, mixed from chemicals and stored in well-marked containers. Oxides in basic colours are available for decoration. When glazing, students are required to wear rubber gloves to avoid contact with skin. Reusable nitrile gloves are available from the Registration Desk for \$4.

*Please consult your teacher or the technician prior to purchasing products for decorating in class to confirm that they are compatible with Place des Arts' materials and equipment.*