

CASTING SHOP RULES

Please respect the Making Center staff and follow directions at all times.

Follow Shop Etiquette.

Respect the shop staff by following instructions and shop rules.

We ask that you comply by **first following any direction given to you by staff**. You may always (and are encouraged to) ask questions later, once you have followed the instructions given to you.

Do not disrupt the workflow or education of other students.

Examples of disruptions include: Entering a shop during a class you are not enrolled in, touching/moving other students' work without permission, creating noise deemed unreasonable/ excessive/ distracting to others, storing communal tools and supplies on your personal shelf.

Treat facilities and equipment safely, and with care.

All tools and equipment must be cleaned and sanitized after use, and returned on time. Tool checkouts do not last overnight. *The University reserves the right to hold students financially responsible for all losses and damages to university property.*

Use only one workstation at a time.

For example, if you move to the downdraft unit, please clean up /consolidate your work area/ materials on the table so that other students can use that space.

Do not leave your work area, materials, or projects unattended.

Leaving the shop for periods longer than 15 minutes means cleaning up and checking out so others may use it.

You must be checked into the shop to be working there during Open Task Time.

Safety Protocols

Follow dress code and PPE guidelines.

Proper masks are required, and must be covering both nose and mouth at all times. No open toe shoes or heels. All long hair must be tied back, and hanging accessories must be removed. Gloves and aprons are not required, but they are highly recommended. Certain machines require certain types of PPE to safely operate (e.g. gloves/ goggles/ KN95s). Please refer to the vinyl safety stickers located on each machine to identify the required PPE for that tool.

Never work on equipment or enter shops that you are not oriented for.

Students must first complete the online and in person orientations for any shop they want to work in. If you do not have access to a shop, you may not enter that the shop.

Equipments that require orientation beyond Tier 1: Pottery Wheel, Jigger Jolley Wheels, Slip Casting Table & Band Saw

Downdraft / Updraft Etiquette:

All powdered materials must be handled on the downdraft table/under the updraft unit

Dry sanding must take place on the downdraft table, with a dust mask

Plaster, alginate, concrete, and any other powder must be **POURED OUT, MEASURED and PREPARED** on the downdraft table. Once the powdered materials are measured into the water, you must move to the communal tables, so as not to clog the filters.

No wet mixing on the downdraft units.

Do not use outside materials without prior approval.

If the material you wish to use is not categorized as banned or approved, obtain an SDS label from the supplier, and fill out the Outside Material Form. If you store outside materials in the shop, they must be thoroughly labeled in accordance with OSHA's Hazard Communication Standard (HCS)

Clean up completely, and on time.

Clean every work area that you used (even communal ones)

Wipe down ALL surfaces or workstations you used, and check the floor for liquid and or dust.

Dispose of materials correctly:

Materials must be fully set (hardened), and must be disposed of in the correctly labeled buckets. No wet material in the studio trash.

Clean plaster tools in the plaster rinse bin

No materials go down the sink drains. If they do so in a liquid state, the drains will quickly become clogged.

Return all borrowed tools, equipments, and materials.

Return clay used for molds to plastic bin by tech desk. Tools, equipments and chairs go back into their designated spaces before you leave. Everything must be cleaned and sanitized before they are returned.

Exit the shop space before the official closing time.

Storage

Shelf Check Out: Shelves must be renewed / cleared each week.

Students may only rent out ONE space at a time

Active Projects (works in progress) only

Please, do not contact the wet shop and ask us to renew your shelf for you

Students enrolled in a Ceramic Class may not hold a check out shelf