

TIMELINE FOR SETUP / CLEANUP

CHECK IN/ BEGIN WORKING

Check in at the Tech desk. Students must exchange their New School ID for an acrylic tag on a carabiner indicating which shop they are in, which they then should attach to their attire.

30 MINUTES UNTIL CLOSING

All projects put away after this point.

Everyone starts cleaning up and returning tools

SHOP IS CLOSED

Everyone must exit both shop spaces (**Casting and Ceramics**) BEFORE closing time.

Students must take all of their personal items with them, as they will be unable to re-enter when it is closed for any reason. *The unauthorized use/ entry/ re-entry of university facilities after hours is prohibited*

20 MINUTE COUNTDOWN UNTIL CLEANUP

Staff announcement that cleanup starts soon.

Students start preparing projects to be stored

***students working on the wheels begin clean-up immediately**

15 MINUTES UNTIL CLOSING

Deadline for all tools to be returned to WCO.

Tools returned after this point will not be entered into the system, and a hold will be placed on the account.