



CLAYWORKS

Clayworks Community Handbook

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For Students at Clayworks

Classroom Policies for Clayworks Students

We are happy that you have chosen to spend some time working at Clayworks.

The studio environment has been successful due in large part to the conscientiousness of its members.

We ask that you join us in respecting your new environment and those with whom you work, by observing the following policies.

Please Be On Time to Class

Since classes start promptly at their designated time, you may want to consider arriving a bit early, so that you can be set up and ready to go. Typically, instructors kick off the evening with important announcements and demonstrations that set the tone for the class. Being on time prevents disruptions and more importantly, exhibits a respect for your instructor, your classmates, and their time.

If you plan to miss any classes, please inform your instructor as far in advance as possible. In addition, you may call the studio during office hours and your message will be given to your instructor. If you have a last minute conflict, please call the studio at: **704.334.4842** to inform your instructor.

INCLEMENT WEATHER

**Please call Clayworks on the day of your class
for a detailed voice message.**

704. 344. 0795

For Students at Clayworks

Overview of Working with Clay

This section discusses an overview of the various phases in creating a final piece. Your instructor will provide you guidance throughout your learning process. This is intended to be a helpful overview.

Phase	General Timeframe
Phase 1 – Shaping Your Piece	Student’s timing, allowing time for drying
Phase 2 – Bisque Firing	1-2 weeks
Phase 3 – Glazing	Student’s timing
Phase 4 – Final Firing	1-2 weeks

Phase 1 – Shaping Your Piece

In your class, you will learn how to create work, whether you are using a handbuilding technique or throwing a pot on the wheel.

Gathering Your Supplies

Clay must be purchased during class times. You can pay by cash or check. Make checks payable to Clayworks. All clay must be purchased at Clayworks.

If you need clay outside of your class time contact the studio manager at ktyrrell@clayworksinc.org to arrange for a clay purchase.

Creating Your Piece(s)

Mark your work! Make sure that you have marked your work so that you can recognize it. Typically, ceramists inscribe their name or initials on the base of their work. You may have your own preferred way of marking your pieces, such as a stamp, to indicate the work is yours. Just be sure that your works are marked.

Clayworks does not fire beads, ornaments or support production work of any kind due to the small staff of the organization.

TIP: Prior to placing your work on any shelves other than your own, make a note of your work, by sketching the general shape of it. This will come in handy later when trying to identify your works & keeping track of the number currently being bisqued or glaze fired.

Cleaning Up Your Work Area

You are required to clean up after yourself and try to leave your area cleaner than how you found it.

- ✓ *Refer to the “Clean Up Guidelines” chapter for more information.*

Phase 2 – Bisque Firing

Once you have created your work, it is time to bisque fire it. Firing is included in your class fee.

Setting Your Piece on the Greenware Shelf

Your piece has to be **bone dry**, before it is placed on the bisqueware shelf. The thicker the work, the more time it will require. Once your work is **thoroughly** dried, place it on the shelf marked GREENWARE in the kiln room.

If your work is not dry and ready to be fired when it is placed on the shelf, excess moisture could cause it to explode or crack. Please consider your fellow students. While you may be in a rush, there could be consequences to others' work.

Firing of Your Piece

Clayworks staff will fire your work. It is fired at a low temperature.

Though bisque firings occur regularly, please allow 1-2 weeks for the bisque firing process. As it is important that the kilns be full, the frequency of bisque firings vary according to the amount of work being produced.

- ✓ *If your work is large or odd-sized, please expect to wait longer.*
- ✓ *Refer to the “Things to know about our kilns....” Information at the end of this section.*

Picking Up Your Work

Once the work is bisque fired, it will be placed on the bisque shelves. The day it comes out of the kiln it is stamped with the date. You have one month from that date to glaze your work. The more you follow through with finishing your piece, the more often firings can occur.

Please collect your work in a timely fashion, as the bisque shelves fill very quickly. The more work that collects on them, the more difficult it will be to find your work, and for others to find their work.

In order to ensure there is adequate space for all students in the Clayworks community, bisque work kept on the shelf for 30 days then items will be thrown away. This is monitored by a date stamp on the bottom of each piece as it comes out of the bisque kiln.

Phase 3 – Glazing

Once you have retrieved your bisque work, it is time to glaze it. Glazing materials are included in your class fee.

Clayworks keeps careful controls of the glazes for consistency. Students should NEVER add water to glazes, if you suspect a glaze is thicker than it should be notify the studio manager.

Selecting Your Glaze

There are glazes available to students in the glaze room. Your instructor will provide you with specifics about each of the glazes.

- ✓ *TIP: Early on, you may want to create your own set of test tiles, based on the ceramic body you are using and the glazes which most interest you. These will serve as your color palette.*

Preparing Your Work Area

- Begin by gathering newspaper, so that the glaze table stays clean.
- Lay out the newspapers.

- Place your work on the newspaper.

Glazing Your Piece

- Wax all work and allow the wax to dry before glazing it. Use Mobil A wax for all clay bodies except porcelain. There is a special porcelain wax only for this clay.
- Apply wax. **Do not use studio sponges to apply wax resist.**
- Inspect the bottom after glazing to be sure it is clean/free of any glaze at least 1/8 inch from bottom of the piece. Your piece has to be **clean and free of any glaze on the bottom**, before it is glaze fired.
 - ✓ ***This last step is very important.** If the work is not clean, it will be returned to the "CANNOT BE FIRED" shelf or "Shelf of Shame", for you to clean/fix later. Please understand that this will delay the firing process for you. We are very strict about this because we are trying to protect the longevity of our equipment. In a community setting, we need to be protective with what we have.*

Cleaning Up Your Work Area

You are required to clean up after yourself and leave your area cleaner than how you found it. Wiping down excessively soiled surfaces, covering all glaze buckets and cleaning all of the utensils you use, put any tools back where you found them, including your own,

- ✓ *Refer to the "Clean Up Guidelines" chapter for more information.*

Conserve water as much as possible while cleaning up

Phase 4 – Glaze Firing

Once you have applied glaze to your piece, it is time to glaze fire it. Once your work is **thoroughly** clean, place it on the shelf area marked [GLAZE FIRING] in the kiln room. Firing is included in your class fee.

Setting Your Piece on the Glazeware Shelf

Glazed, clean work MUST be placed on the appropriate glazeware shelves:

- For cone 5 ware, the shelves are adjacent to the greenware shelves;
- For cone 10 ware, the shelves are in the kiln room, next to the gas kiln
- For Salt kiln, there are two carts labeled Salt kiln in the kiln area

Firing of Your Piece

Clayworks staff will glaze fire your work. It is fired at a high temperature.

Though glaze firings occur regularly, please allow 1-2 weeks for the glaze firing process. As it is important that the kilns be full, the frequency of glaze firings vary according to the amount of work being produced.

- ✓ *If your work is large or odd-sized, please expect to wait longer.*
- ✓ *Refer to the “Things to know about our kilns...” Information at the end of this section.*
- ✓ *Gas and salt firing take place as we have enough work to fill the kilns, this can take 3-5 weeks*

Picking Up Your Work

Once the work is glaze fired, it will be placed on the finished work shelves outside the kiln room.

- Chances are, as you begin glazing work, you will get quite excited at the prospect of seeing it. Please resist temptation, avoid hurting yourself, someone else and/or their work. *Do not unload kilns.* KILNS ARE TO BE LOADED, UNLOADED, & OPERATED BY CLAYWORKS STAFF ONLY.

Please collect your work in a timely fashion. The more work that collects on them, the more difficult it will be to find your work, and for others to find their work.

In order to ensure there is adequate space for all students in the Clayworks community, bisque work kept on the shelf for 30 days then items will be

thrown away. This is monitored by a date stamp on the bottom of each piece as it comes out of the bisque kiln.

Under no circumstances are artists allowed to remove any equipment, books or materials belonging to Clayworks from the building.

Things to know about our kilns...

Frequency of Kiln Firings

Kiln firings occur as kilns can be filled. The number of firings are directly proportional to the amount of work available to fire.

While electric kiln firings occur quite frequently, the gas kiln gets fired approximately 2 times per class session and typically only once during the summer.

On average, we suggest you keep the following in mind:

- Please allow 1-2 weeks for the bisque firing process.
- Please allow 1-2 weeks for the electric glaze firing process.
- Please allow 3-5 weeks for the glaze firing process for gas or salt firings.

There is a posted kiln schedule on the wall near the cone 5 glaze shelf. If you are interested in knowing more about the kiln schedule, consult the posted schedule or ask your instructor. Your instructor or the studio manager can help explain the schedule if needed.

Predictability & Serendipity

Unlike the predictability an electric kiln offers, the gas kiln and the salt kiln, by nature, is more organic and unpredictable. The weather, the way the kiln is stacked, the types of glazes used and the amount of reduction all affect the kiln's internal environment and the resultant pots. We strive to have some consistency in the gas kiln, however, the classroom situation makes this very difficult. Though we regularly check the cone 10 glazes with a hydrometer (a device to check the water content in the glazes), we cannot control how individual students may apply their own glazes.

If you are looking to achieve consistency in your results, cone 5 firings in the electric kiln will be your best choice. If, however, you are an Intermediate or advanced level class student, and you want to leave a bit up to serendipity and the kiln gods, please experiment with the cone 10 glazes and the gas kiln as well as the salt kiln..

- ***Salt kiln is reserved for students enrolled in a salt firing class***

Operation of Kilns

Kilns are NOT to be opened, tampered with, loaded or unloaded by ANYONE but Clayworks staff.

Types of Clay We Use

Clayworks uses the following Highwater clay bodies:

Earthenware Clays

Earthen Red

A forgiving terra cotta body which is very versatile. It can be pushed to cone 5 where it turns very dark. No Grog.

Cone 5: Average Shrinkage: 11%

Mid-Range Stonewares

Speckled Brownstone

The addition of granular manganese adds dark specks to our Brownstone clay.

Cone 5: Average Shrinkage: 10%

Little Loafers

Little Loafers has the same fine quality as loafers glory, but it has been specifically designed for the lower cone 5-6 firing.

Cone 5: Average shrinkage 11%

Riverside Grit

Cone 5 : Average shrinkage 9%

A rich reddish brown clay. 17% grog (fine and medium sizes) makes this an ideal choice for large work or tiles. Good sculpture body.

High Fire Stonewares

Loafer's Glory

Very popular porcelain-like clay with the attitude of a stoneware. It is very smooth, a joy to throw and takes glazes extremely well. No Grog.

Cone 6: Average Shrinkage: 12%; Cone 10: Average Shrinkage: 12.5%

Craggy Crunch

This clay body is loaded with three sizes of grog to withstand your demanding sculptural and tile needs

Cone 10: Average shrinkage: 9.5%

Orangestone

This clay takes you back to the 60's when the clays were full of tactile and visual appeal. Our darkest reduction stoneware. 9% fine Mullite.

Cone 6: Average Shrinkage: 10%; Cone 10: Average Shrinkage: 11%

Phoenix

Very popular. Excellent thermal shock properties. Perfect for the oven. Contains 6% fine mullite.

Cone 6: Average Shrinkage: 11%; Cone 10: Average Shrinkage: 12%

Zella Stone

Three fire clays, a Georgia red clay and 6% mullite give Zella a great feel, color & excellent working properties.

Cone 6: Average Shrinkage: 11%; Cone 10: Average Shrinkage: 12%

Porcelain

Helios

This is our Grolleg-based porcelain. It is very bright and a joy to throw.

Cone 6: Average Shrinkage: 11%; Cone 10: Average Shrinkage: 13%

For the Entire Community at Clayworks

Clean Up Guidelines

Ideally, the condition of the studio upon your departure should be equal to or better than the condition of the studio upon your arrival. Please allow sufficient time for clean up. Thirty minutes is normal.

Thoroughly wipe clean your area and equipment, including the following, plus any other tools or areas utilized. Store all your work and tools on your shelf.

Equipment:

- Your Wheel and Stool (top, sides, splash pans & surrounding table)
 - After using a wheel, turn it off, clean all parts of it and replace the splash pan.
 - Put stool and pedal on top of wheel
- Your Bats & Boards
- Your Tools: Tools should 1st be rinsed in prewash buckets in the sink and then under fresh water. We need to conserve water.
- Studio Implements used
- Rinse & squeeze excess water from the sponges & bristle brushes

Work Areas:

- The Floor (sweep excess clay debris or mop excess glaze debris)
 - Brooms, dustpans are located in each classroom and a mop is in the unlocked storage closet just past the common area in classroom #2.
- Your Table Space (where you wedged your clay & worked, etc.)
 - Clean off wedging board and tables *immediately* after using them.
- The Plaster Slabs, where you dry out your clay

- The Glaze Area (wipe down the counters around the glaze buckets you used, the glaze table & the floors; toss all newspapers)
- The Sink Area (using sponge, wipe excess debris from sink & squeeze into the clay barrel; rinse sponge)

Tools/Objects:

- Wash the studio tools after using them then put them back in their proper place.
- Once clean, return all objects to the place they belong, such as:
 - Splash pans to wheel
 - Bats to bat area by sink
 - Your tools to your shelf

Clay:

- All discarded clay is remixed and used for sale or outreach programs in the community in the greater Charlotte area.
- Do NOT put clay in the garbage can, as it makes the garbage too heavy to lift.
- If you have clay, bisque ware or glaze ware to throw away, please take it out to the dumpster in the back parking lot.
- We save clay bags to reuse. Please place them on the sink traps in either classroom #1 or #3.

Your Shelf

While you are a Student, you may store your items on the shelf space designated to you. Please do not store any valuables on your shelf. You have been assigned a shelf – please do not take over additional space on an empty shelf unless you have been provided consent of the Studio Manager.

At the end of each term, all work and tools must be removed from the studio. Clayworks is not responsible for personal items left after the **last class**. All projects, clay, tools, etc. remaining WILL BE DISCARDED OR DONATED.

The Kitchen

Do your part in keeping the Kitchen clean. If you use any of the dishes you are responsible for washing them and putting them away. If you make coffee in the coffee pot you will be the one responsible for turning it off and cleaning it out. You are welcome to put items in the refrigerator however please mark each item with the tape provided with your name and date. The refrigerator is cleaned out weekly.

The BIG Cleanup!!!

At the end of every session there is a BIG CLEAN UP!

It is always the Sunday during the final week of classes.

CLAYWORKS is a non-profit arts organization; we can't afford to hire a cleaning staff. So, if you see a mess, try to lend a helping hand & clean it up.

As a significant aspect of our community, Artists are expected to participate in this.

Safety, Security and Policies

Students and Artists are responsible for helping to maintain the security of the Building and should exercise responsibility and common sense in its maintenance.

Building Safety

The Artist is responsible for helping to maintain the security of the Building and should exercise responsibility and common sense in its maintenance.

Please make sure that the every door closes behind you when you enter the building. For EVERYONE's safety, when you leave the building make sure that you **lock** all doors and the back door is shut and secure.

Turn off the lights if you are the last one to leave.

No one is permitted to give the entry codes to anyone without the executive director's permission. Entry codes are changed no less frequency than once per session.

Parking is permitted in front of the Gallery building, behind the Studio building, or along the driveway, however, parking is not permitted directly in front of the courtyard since it is a loading zone. Additionally, the bottom of the ramp is a loading zone and parking is therefore not permitted in that location. .

Do not leave any valuables in your car. Please be careful when going to and from your car and use the buddy system when you leave late at night. Clayworks is not responsible for any theft or injury that occurs on its premises.

Fire extinguishers are located throughout the building. They are located in the following locations:

- Front entrance to the studio by the kitchen
- Classroom #1 by the exit
- Classroom #3 near of the glaze room entryway
- Glaze room- by entryway to the classroom #3
- Hallway by the entrance to the kiln room
- Kiln room beside the exit door

Please make sure you are familiar with these locations.

The first aid kit is stored in the kitchen in a drawer/cabinet next to the refrigerator.

A book of the hazardous materials in the building is available for anyone to look at in case of an accident. The book is stored in the tall white cabinet in the glaze area. Any chemicals in the building must have a MSDS sheet on file for OSHA. Please check with the studio manager to make sure the chemical sheet is on file prior to bringing them into the studio. MSDS sheets should be ordered from the manufacturer when the order is placed for the chemical.

Working Safety

Wear protective equipment when necessary (respirators, safety goggles, rubber gloves, kiln mitts, etc.)

When mixing glazes or clay a respirator must be worn at all times. Students, instructors or other artists cannot be in the area without the proper safety gear in place while glazes are being mixed.

Proper attire must be worn while raku firing. Absolutely no sandals or shorts can be worn while firing. Only long pants and closed toe shoes are allowed.

All artists will be required to wear the proper safety gear while in the studio.

Never put your hands in the glaze material. Gloves are provided for everyone to use. They are located in a drawer in the glaze room.

No open flames or torches are permitted in the Studio.

Artists must store any flammable material in metal cans with lids. **Emergency phone numbers are posted by the phone in the kitchen.** *If you suspect anything out of the ordinary please call 911.*

Carolinas Medical Center and Novant Health are within miles of Clayworks. Additionally, the following Urgent Care centers are within close proximity to Clayworks:

Carolinas HealthCare Urgent Care - Eastland
5717 Albemarle Road
Charlotte, NC 28212
Phone: (704) 563-2150

Carolinas HealthCare Urgent Care - Cotswold
231 S Sharon Amity Road
Charlotte, NC 28211
Phone: (704) 304-6400

Community

There shall be no smoking in the Studio Spaces or anywhere in the building. Smoking is permitted outside the loading dock at Clayworks.

Listening to music is fine when the instructor is not lecturing, but anyone has the right to veto it.

Clayworks, Inc. forbids possession of firearms or concealed weapons on the property. Anyone found violating this policy would be asked to immediately vacate the premises.

Personal pets are not permitted in the Studio or anywhere on Clayworks, Inc. property, with the exception of service animals. Clayworks does have a resident cat, Dusty Paws, who is cared for by the staff of Clayworks. This is permitted only to keep the mouse population down.

Any equipment problems should be reported immediately to the Studio Manager by filling out an equipment repair form located on the display case directly across from the larger metal board, by the front door of the studio.

If any equipment seems to be broken do not use it.

Clay must be purchased during class times. You can pay by cash or check. Make checks payable to Clayworks. All clay must be purchased at Clayworks.

Clayworks Drug and Alcohol Policy

To ensure a safe and peaceful environment at all times, Clayworks has adopted the following policy on drugs and alcohol consumption and distribution in or at its facilities and property.

In addition to illegal drugs, Clayworks prohibits the consumption and distribution of prescription medication that is not consumed under the advice of a physician.

Clayworks prohibits the consumption of alcohol for individuals under the legal age of 21. As a member of the Clayworks' community, you agree to adhere to this policy and not distribute alcohol to anyone under 21 years of age. Further, you agree to adhere to all policies regarding the consumption of alcohol at the Clayworks' facilities and property.

For those members of the Clayworks' community who are over the age of 21, you agree to only bring alcohol to Clayworks which you are able to consume at that time. You agree to consume alcohol responsibly at all times, including at any events sponsored by Clayworks where alcohol may be served. You may use the kitchen facility and refrigerator to store alcohol while you are present at Clayworks, but shall remove all alcohol from Clayworks upon departure. Any alcohol left at the Clayworks' facilities or property upon your departure is subject to removal.

Any violations of this policy shall be reported to the Executive Director of Clayworks, including any damages caused to Clayworks' property and equipment,

or members of its community. Clayworks reserves the right to suspend all rights and privileges of those who violate this policy. Clayworks is not liable for any drug or alcohol-related damages or injury that takes place outside of its facilities or property.

Clayworks Personal Conduct Policy and Liability Wavier

While we anticipate that your fellow students will conduct themselves in a mature and generous way, it is your responsibility to immediately report any incident or allegation of harassment, whether verbal, physical or visual, to the Clayworks Executive Director. Clayworks prohibits harassment on any unlawful basis, including, but not limited to, race, age, religion, disability, sexual orientation, etc. It considers harassment to be a major offense that can result in the termination of your studio rights. Clayworks will take such action and conduct such investigation as appears to be warranted under the circumstances and will take reasonable steps to maintain confidentiality and restrict access to information to persons who need to know. Clayworks' Executive Director has the responsibility of investigating and resolving complaints of harassment. Anyone who has or uses illegal drugs on the premises will be asked to immediately leave the program. Clayworks will not tolerate possession of firearms on the property. Anyone found violating this policy would be asked to immediately leave the program. Clayworks reserves the right to terminate studio privileges for what it deems to be the benefit of the community.

The participant (Student or Artist) agrees that Clayworks, Inc. assumes no liability whatsoever for any death, injury or loss resulting from, arising out of, or connected with the activities of Clayworks, Inc., its officers, trustees, employees, agents or lessees or anyone in or about the premises, except for loss, injury or death directly resulting from the grossly negligent or intentional act and/or grossly negligent or intentional omissions of Clayworks, Inc.