

# Juniper Clay Shop Guidelines

## Welcome

We're glad you're here! By following these simple rules, you help keep the studio safe, clean, and enjoyable for everyone.

## General Conduct

- Treat people, the studio, and all equipment with respect.
- Ask before moving any furniture, wheels, or tools.
- After using any shared resource, clean it thoroughly and return it to its proper spot.
- No smoking or alcohol inside the studio.
- Pets are allowed only with prior permission and never during open hours.
- If you need to be in the studio outside normal hours (9 am – 6 pm), give advance notice, so the security system can be disarmed.
- The last person to leave should turn off lights, HVAC, and lock all exterior doors.

## Materials & Supplies

- Basic supplies (tools, equipment, amenities, etc.) are provided with membership.
- Clay can be purchased from the Juniper Clay Shop.
- Clearly label all personal tools, bags of clay, and any work left on communal shelves using sharpies and tape.

## Working at the Wheel & Workstations

- Keep the wheel, splash pan, water containers, and surrounding area tidy while you work.
- When finished, wipe down the wheel, splash pan, and any surfaces.
- Spot clean any spilled clay, trimmings, or debris with a damp sponge.
- Dispose of dry clay scraps and wet slip in the appropriate recycling bucket.
  - **Do not place studio floor or sink waste in the recycle bucket.**

## Glaze Handling

- Stir and sieve glazes thoroughly before use.
- Avoid cross-contamination—never pour a glaze into the wrong bucket or dip tools into another glaze's container.
- If a mistake occurs, let someone know right away, so the issue can be fixed without affecting others' work.

- Keep the bottom of all pieces free of glaze. A good general rule is a 1/4" from the bottom unless the glaze is known to run.
- Return glaze buckets to their spots and clean any spills promptly.

## Tools & Community Equipment

- Community tools must stay on the premises.
- After using shared tools, clean them properly and place them back in their designated locations immediately.
- Report any broken or malfunctioning equipment to staff immediately.

## Tool & Equipment Cleaning Notes

- Sinks
  - Be aware of signage above each sink
  - **No solid clay in any sink**; please put excess clay in the reclaim bucket
  - Ensure sinks are clean after use
- Two pug mills (large and small)
  - Pug mill use requires staff assistance; please see a studio staff member
- Three throwing wheels
  - Wipe down wheel heads and splash pans after each use, removing all excess clay and water
  - Clean the floor and surrounding area of the wheel to ensure no clay or water is left behind
  - Switch off wheels after use and place stools upside down on top for safety
- Two slab rollers
  - Use canvas on both sides of the clay between the rollers to prevent sticking
  - Ensure canvas is scraped on both sides if needed after use, stored properly, and the equipment is cleaned after use
- Three extruders (4", 5", 6")
  - Wipe down the extruder with a wet sponge and clean the die's in a bucket of water or at the sink after use
  - **Do not use metal scrapers on the extruders**
- Banding wheels
  - Clean and store banding wheels after use to maintain functionality and prevent damage
- Wedging tables
  - Wipe down the tables with a damp sponge immediately after use
- Large work tables
  - Remove all items and clean the table after use
  - Use as much space as you need when the studio is not crowded, and be considerate of others when it is
- Glaze station with spray booth, brushes, glaze fountain, mixing tools, and a small selection of standard glazes

- Tools, containers, and other accessories
  - Clean and store all hand tools and containers in the designated locations after use so they may be available to others

## **Managing Your Work**

- Store work-in-progress in your personal shelf space, or the slow dry closet.
- When a piece is ready for bisque firing, transfer it to the designated community shelf. After it has been fired, return it to your own shelf—community space is for active work, not long-term storage.
- Kilns are for firing work created on-site or for commissioned services. Only studio staff may load or operate a kiln. The kiln room is off limits unless a staff member gives you authorization.

## **Communication & Feedback**

- We are still shaping the studio environment and value your input. Share ideas, concerns, or suggestions by speaking with staff or filling out the studio input forms.
- If you're ever unsure about a process, material, or rule, just ask—everyone is happy to help.
- We encourage open sharing of techniques and advice (including basic clay classes, glaze usage, and spray-booth operation).

## **End-of-Day Checklist**

1. Clean and return all tools.
2. Wipe down wheels, splash pans, water containers, and any surfaces you used.
3. Damp sponge spills and any clay off of tabletops, floors, and equipment you've used.
4. Sort waste correctly, such as dry scraps, slip, recyclables.
5. Label personal items and store them properly.
6. Turn off lights, HVAC, and lock all exterior doors if you are the last to leave.

Thanks for helping keep Juniper Clay Shop a clean, safe, and collaborative place to create!