
Ceramics/Wet Shop

Information, Policy & Protocols
2016 – 2017

1. General Policy

Student safety is our #1 priority. Shop technicians have the final word on your working conditions. You must follow the safety protocols in the shop.

2. Emergencies

If there is an emergency or accident, please notify the technician on duty immediately. Even if it is a minor accident, it is still a good idea to notify a technician so there is a record of the incident. First aid kits are located at the technician workstation.

All students who have paid the per-semester Student Health Services Fee can access care at no additional charge. Insurance must be used to cover costs of diagnostic tests, x-rays, lab tests and additional services. Depending on your plan, deductibles and co-payments may apply.

You can find out more information on student health services on <http://www.newschool.edu/student-health-services/available-medical-services/>

New School Health Service 212-229-1671*2 80 5th Ave, 3rd Floor

3. Shop Technicians

Shop technicians supervise and support the work-flow of students. Technicians are well informed to New School policies and procedures, as well as the machinery and tools provided. Don't hesitate to ask technicians questions. You can find more information on New School technicians on our shop website: <http://resources.parsons.edu/>

Technicians have the authority to ask students to leave the shop if they are caught purposefully violating policies established by the New School. Violations receive one verbal warning. A third warning may result in a week-long ban of the shop. Tools must be returned to the tool cage in a timely manner. Excessive late returns will result in an automatic, but temporary block of tool-checkout. Student workers will provide you with a warning when necessary.

4. Shop Access

Students must complete shop orientation to obtain shop access. If you went through the process long ago, or feel unfamiliar with the machines, we strongly suggest retaking the shop orientation . Shop technicians will have a schedule of ongoing orientations throughout the semester. After you complete the orientation, you will receive a sticker to place on the front of your ID card.

5. Shop Hours

Monday – Friday	9:00am-10:00pm	Clean Up: 9:30pm
Saturday & Sunday	11:00am – 7:00pm	Clean Up: 6:30pm

30 minutes before the shop closes, you must refrain from working and begin to clean up after yourself. You must return all checked out tools and clear your workspace. Sponge off the tables and discard of your trash. Be respectful and considerate of this shared space, and always leave your area better than you found it.

When there is a class in session, you will have limited access to the shop’s resources. Please always check-in with a technician if you would like to access certain shop spaces or equipment while a class is in session.

6. Tool, Equipment Checkout, and Services

CER./Wet Shop Tool Checkout

The Tool Checkout is a tool loan center that provides tool access to Parsons students within the CER./Wet Shop. Students are permitted to borrow tools within open hours. There are no overnight rentals permitted. Tools provided by the CER./Wet Shop Tool Checkout must be used following all safety protocols and facility policies.

Students are responsible for all tools when rented, including the condition and care of the tool while in their possession and all contents of a kit or the accessories that are associated with certain tools; pottery tools kit, file set, etc. Students should check the condition of all tools at the time of rental, and tools should be cleaned to it’s original or better state when returned. It is the responsibility of the student to inform the technician of any problems or concerns with the tool when it is returned.

Firing Ceramic Work

All students are welcome to fire their clay and glazed work. Our weekly firing schedule can be found on our shop website <http://resources.parsons.edu/labs/ceramics-wet-studio/>, along with our Kiln Firing Protocols and Policies.

**If you are leaving your work on our Firing Racks to be fired, pay close attention to the appropriate signs for your intended firing temperature(Δ cone). If you are not familiar with the firing temperature, don't hesitate to ask our technicians.

e.g. Δ 06 clay \neq Δ 6 clay.

Material for Purchase

Students can purchase CER./Wet Shop related materials on the Making Center Website.

<http://resources.parsons.edu/supplies-materials/>

Our store is stocked with various mold making material, alginate, Plaster, Rockite etc., and casting or hand building material, clay, slip etc..

7. Awareness, Attire and Healthy Safety

Stay Alert:

- Do not use machines if you are under the influence of strong medications, alcohol or drugs.
- Do not use machines if you're feeling excessively tired, or haven't slept for 24 hours. Only use machines when you're feeling 100% alert.
- Always wear safety glasses with designated Machinery. No exceptions.

Appropriate Attire:

- No High Heels: this includes but isn't limited to; boots, pumps, stilettos, etc.
- No open-toed shoes (sandals, flip flops, slippers)
- No jackets, bulky sweaters, loose sleeves, dangling jewelry or gloves.
- No bags or backpacks (while using machines or tools)
- Long hair must be pulled back while using machines.
- Wearing headphones(even if it's off) is not allowed in the CER./Wet Shop

Occupational Hazards:

- No Food is allowed in the Shop, your food can be easily contaminated by various material in the shop.
- Never clean up a dusty area with a broom or a brush, always use a **wet sponge**(most dust) or the **shop vac**(all dust).

- Powder materials or any dust producing activities should ONLY be handled in the designated areas with ventilation;e.g. Dust extractor unit, downdraft table, spray booth

8. Machinery and Power Tools Safety Rules

- Certain machines are equipped with machine guards to protect you from hazardous moving parts. Never remove machine guards. Ask a technician for assistance if you need help adjusting guards.
- One student is allowed on a machine at a time. Do not form a line behind a machine if you need it: keep your distance and return to the machine when it is free.
- Do not engage in conversation while using machines or tools. Stay focused on your project.
- Never walk away from a machine while it is still running. Once turning off a machine, wait until it comes to a complete stop.
- If you suspect a machine is broken, notify a technician.
- Always clamp objects to a table when using a cordless drill.
- Always have a scrap piece of wood under your material while you're drilling.

9. Cleanliness and Scheduling

A good shop is a clean shop. CLEAN UP AFTER YOURSELF. Vacuum the machinery and work area if you've created any amount of dust. Be sure to sponge off your table area. Failure to clean up will result in a warning from a technician.

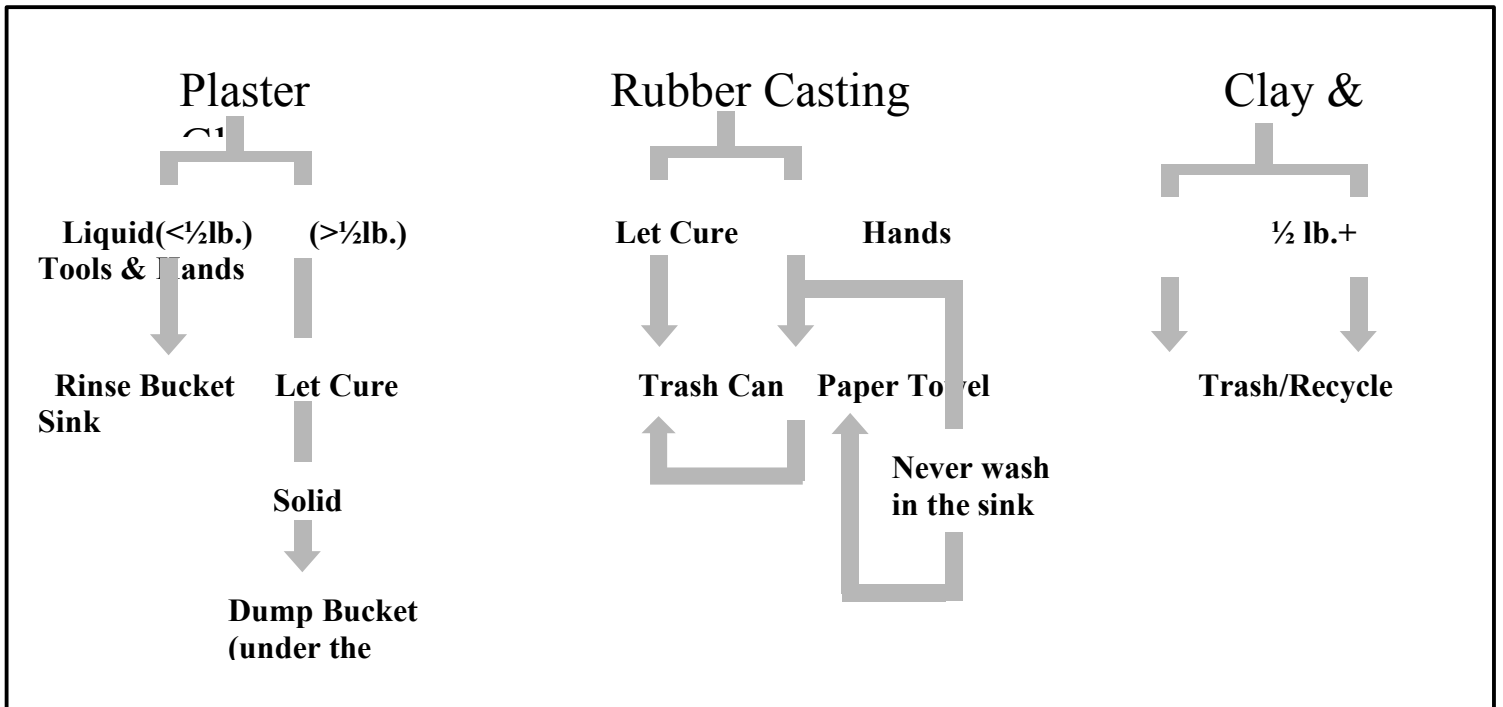
Never wait until last minute to complete your assignments. A crowded shop isn't safe, and it is likely you will not finish your project on time. Time management is the key to success.

10. Shop Protocols

A. Waste Disposal System

Please remember to follow our guidelines in disposing all waste materials in the Ceramics/Wet Shop area. Many of our material are hazardous and has the ability to clog up our drainage system permanently.

Below is a chart that describes how you would dispose the most common materials we have in the Ceramics/Wet Shop.



Sink Restrictions

Both sinks in the Ceramics Modeling Room and the Open work Space is labeled with signs that specifies the materials we can wash in the sink.

Below is a list of material we prohibit in all sinks:

- No Food or Drinks
- No Solvents
- No Oil-base Paints *
- No Plaster *
- No Concrete *
- No Rubber base casting materials;* e.g. Alginate

*(washing hands & tools w/ these material are also not allowed)

B. Work In Progress & Storage

All work left in the Wet Shop without a Name/ Phone #/ Time & Date is **subject to disposal**. With the approval of a Technician, work in progress can be left out on the tables for a maximum of 3 hours.

**Storage across semesters are not allowed for both Ceramics and Non-Ceramics students.

1. Ceramics Class Students:

The allotment of shelf space in the Ceramics Modeling Room will be distributed among students each semester. Shelf space is dedicated for student's *current, in-class working progress* and *related materials*. Additional storage space can be granted with the shop technician's permission as per situation.

2. Non-Ceramics Class Students:

Storage Spaces are available for all students to reserve in the Open Work Area, and are only available on a first come first serve basis.

Each student must fill out a Storage Space Slip and have the technician sign and approve your assigned storage space.

Each storage space can be reserved up to two weeks at a time, and can be renewed upon the expiration date. A prolonged reservation time is allowed with semester long projects(e.g. Thesis work), an email validation from an advising faculty for such occasion is required. Storage space are dedicated for student's *current working progress* and *related materials*. The technician have the right to exercise discretion over what is allowed or not allowed to be stored.

Students are responsible for removing all materials and cleaning up their storage area upon the last day of usage. Failure to do so will result in a temporary suspension of their shop privileges.

C. Before You Leave

You are responsible for cleaning up your work area, the tools and equipment you check out. Please allow ample time to clean up and return tools/equipment before you leave. **Recommended time: 15-20 minutes.**

Duties You are responsible for before you leave:

General Clean up

1. Scrape down all table, floor & equipment with any material build-up; e.g. dry plaster chunks/dry clay/wax
2. Sponge off all table surfaces & equipment
3. Return all sponges and other tools & equipment