

# Art+Design Ceramics Lab - Procedures, Policies & Safety Regulations

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. The Ceramics laboratory has materials and tools used in various ceramics processes.

## Access

Activities within the labs and use of Art+Design resources are restricted to educational pursuits and class work only and are subject to video surveillance. Access privileges to the labs are established through coursework and an orientation in the use of tools and equipment.

The Ceramics Laboratory is considered a dangerous work area and access is strictly controlled. Be cautious and alert when in the lab.

You must always have your i-Card with you in the labs. Assistants may ask to see your i-Card any time you are in the laboratories. You may not use another person's account and you cannot authorize anyone to use your account or access privileges. **YOU ARE NOT ALLOWED TO BRING GUESTS INTO THE LABS.**

The lab may be unavailable during times when the rooms are scheduled for class use.

## Policies for Laboratory Use

### Personal Safety

- Never work alone
- No food or drink in the lab
- **NO ANIMALS** allowed except service animals that are specifically trained to aid a disabled person. If a service animal is required, please consult with a staff member about appropriate protective equipment, and the risks to a service animal in the lab
- Familiarize yourself with locations of fire extinguishers, first aid kits, and emergency eye wash stations
- Tie back long hair, secure loose clothing and sleeves, and remove neckties and loose jewelry
- Appropriate eye protection must be worn when operating power equipment and some hand tools
- An appropriate dust mask should be worn when performing dust producing tasks
- All spray materials must be done in an approved ventilated booth. Use of these materials elsewhere will be considered vandalism

### Safe operation of the equipment requires the full attention of the operator

- Do not operate equipment if you have taken medication that can make you dizzy, or drowsy, or are otherwise impaired
- Inform your instructor or the lab supervisor if you have a condition that requires special accommodations

### Studio Practices

- Use only clay and glazes that are provided in the lab, unless approved by the lab supervisor
- No outside chemicals or materials are permitted without consent from the facilities staff directly in charge of the laboratory
- Store work only on the designated shelves. **DO NOT STORE PERSONAL MATERIALS IN LAB AREAS**
- Always clean your tools and put them back in the appropriate container
- Never remove or "borrow" tools for use outside of the laboratories
- Do not disturb other people's work
- Do not use equipment that you have not been trained to use
- Dispose of all materials appropriately, and use proper collection receptacles. Recycle unfired clay in appropriate slop buckets
- Treat work surfaces with consideration

### Cleaning / Maintenance

- Please clean up after yourself and maintain cleanliness
- Wipe down your work area with damp sponge after you are done
- Do not sweep floor as it creates dust, use a mop instead
- Do not wash clay or glazes down the sink
- Report broken or malfunctioning equipment immediately to: [go.illinois.edu/artSUPPORT](http://go.illinois.edu/artSUPPORT)

### Kilns / Firings

- Kilns will be fired by an instructor or lab assistant when there is enough work to fill a kiln
- Place work to be fired on the designated shelf
- Do not load or fire a kiln unless prior arrangements have been made
- Do not open a kiln while it is firing
- Do not unload a kiln without permission
- Sometimes your work will be destroyed in the kiln
- You will be responsible for sanding kiln shelves in case of glaze runs
- If your work is destroyed during a fire, you will be responsible for cleaning the kiln

name (printed)

UIN

netID

signature

date