

## Clay Clean Up Procedures

Leave computers and anything you do not want covered in dust in your lockers. You will not need them and if clay dust gets into your computer it will kill it and you will be responsible for paying to replace it.

**Clay, in any state, for any reason, should never be taken out of this room!**

### *Cleaning Up*

- Safety is very important. There are many things in the ceramic classroom that can be hazardous. It is vital that all rules are followed and care is taken.
- Your shelf should remain clean of all tools and materials that are for the class to use. Other people may need these and if they are not out I will give others permission to go through your cabinet and find what they need.
- Wipe off your table every day with a wet towel or sponge, NOT a dry paper towel! Dry paper towels only move the clay around and if it is dust, it gets in the air which is not healthy to breathe. Using a wet towel or sponge not only eliminates this problem but the clean up is much faster and better.
- Clay, dust, etc. from the table should be thrown in the trash or proper place. NOT ON THE FLOOR! Clean up any clay, slip, water, dust, etc. off the floor, table, or wherever you are working or might have dropped something! It is a hazard to have these materials on the floor or lying around.
- DO NOT put anything but clay or water into the slip barrels! Paper towels, bisque ware, tools, sponges are some of the things that have been found in them. This can not only ruin your project if you have something in your clay but it can also hurt you if the object is sharp. ONLY CLAY GOES IN THE SLIP BARRELS!!!
- EVERYTHING you use needs to be cleaned off with a wet towel or sponge when you are done working.
- Put EVERYTHING you use AWAY in the correct place. All tools and materials should be clean and dry.
- Remember to empty clay into slip barrels or trash cans NOT in the sink! You should leave nothing in the sink when you are done using it!
- Unfired clay can be reclaimed or recycled. Do not throw it away in the trash, it goes in the slip barrels. Any clay that has been fired cannot be reclaimed, it is now in a permanent state and if it is unwanted it will need to go in the trash.
- Slip barrels are for recycling clay. Do not overfill these barrels. They must be able to be stored under the wedging table, so keep clay at least an inch from the top of the barrel. If one is overflowing use a different one.

### ***Clean up Responsibilities***

Clean up procedures must be followed. You do not want to clean up after other students as they do not want to clean up after you. ALL materials and tools have a place so make sure you know where they belong. You must wash your working area and all materials that you have used each day.

I will be keeping track of those who are doing this and those who are not. A large part of this class depends on working together in the studio and this includes cleaning up. If you do not do your job it will significantly affect your grade. Those who are not doing their part will no longer be permitted to create clay projects but will have to do bookwork or other such activities that require less responsibility. If this is a problem, you will be removed from the class.

### ***What to do during clean up:***

1. Prep clay for storage
  - a. wet clay and cover with plastic and place on your shelf for storage
  - b. when finished place clay on drying shelf for drying before firing.
2. Clean Tools you used.
  - a. in slip bucket, rinse off any large pieces of clay
  - b. do final rinse in sink and place back in correct container
3. Make sure any extra clay is put away for storage either in clay bag or in slip bucket.
4. Clean off table.
  - a. make sure any dust is brushed off table INTO TRASH...NOT ON FLOOR
  - b. use wet sponge or wet paper towel to wipe down table

**MAKE SURE YOUR SPACE IS CLEANED CORRECTLY. FAILURE TO CLEAN WILL RESULT IN LOSS OF PRIVILEGE TO USE CLAY AND WILL GREATLY AFFECT YOUR GRADE.**