

Welcome to UF Ceramics!

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University Police
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We all work together to make Ceramics a safe and pleasant work place. Each person's cooperation in following the shop procedures and maintaining studio is essential. Please read this guide of basic information. Questions should be addressed to your instructor, the tech, a faculty member, or a grad student.

Grad students are here to do their own work, but they also help with departmental efforts, serve as technical and teaching assistants with specific assignments, and are helpful sources of information and experience in ceramic materials and processes. Please be considerate when they are in studio working on their own work. Identify the person responsible for the area in which you need help, and find that person during duty hours if possible. Graduate students in Ceramics have the same authority as faculty when supervising the safety and maintenance of the area, as well as answering questions and helping students. Any students not cooperating with requests from graduate students regarding studio use and housekeeping may be denied studio access. Please be considerate of the safety of others.

Studio Procedures Guide

Studio Access: You will find it necessary to work outside class time to meet the obligations of any ceramics course, and are encouraged to use studio to the limit of available time. The studio is open for use of students registered in Ceramics classes when not reserved for classes or special events **except from 5-6 a.m., when closed for janitorial service.** See the sign on the studio door for times when classes occupy your room. Your instructor will provide a combination for the studio doors related to your class. The Fine Arts Buildings are locked after midnight. When the building is locked, you must go to the west door (by the Sculpture area), parking lot level of FAC and swipe your UF I.D. card to gain admittance.

DO NOT PROP ANY FIRE DOORS OR LOCKED DOORS OPEN. Call **University Police @ 392-1111** (there is a phone in the kiln room) if there are problems. An officer should be located in the general area. If you are the last person to leave studio, please make sure everything is locked, including doors from the kiln room to the outside, and the

lights turned out. People who work late at night are encouraged to work with a buddy, and not be in the building alone.

Studio Maintenance: Studio is a communal space used by many people. Each person is expected to clean up after him/herself, and if necessary clean up after the other person. Whether you found it clean, you are expected to leave studio clean! If you find problem studio areas, please notify your instructor, our tech, Derek Reeverts, or the appropriate TA to investigate the situation and help educate the persons responsible.

Dust is a health hazard and must be kept under control so that everyone can safely work in studio. **Clean the area around your work space EVERY DAY THAT YOU WORK IN STUDIO.** This includes the floor. **Please wet-clean ONLY.** Sweeping raises harmful dust.

Class tables should be clear and free of debris, tools returned to the appropriate place, wheels should be clean, splash pans cleaned and replaced on the wheels, lids replaced on shop materials, bats and ware boards stacked the appropriate storage areas. At the end of the semester, all students participate in studio-wide clean-up, leaving the studio clean for the following semester. **Any work left after finals week will be considered abandoned and subject to disposal.** **REMOVE** all work and possessions from lockers, shelves, and kiln room before the end of finals.

Health and Safety: Some substances used in the glaze room and clay mixing room are marked as toxic or hazardous materials. Ingestion or inhalation of these materials should be avoided. Please follow appropriate disposal procedures for hazardous materials. All materials containing barium or chrome must be disposed of as hazardous materials in the bins provided as instructed in safety orientation.

UF SA+AH Safety Handbook is online:

<http://www.arts.ufl.edu/downloads/saah/SAAH-health-safety-2013.pdf>

- Alcohol in open or closed containers is not permitted in studios.
- NO SMOKING on campus.
- NO EATING OR DRINKING in the Glaze or Mixing areas.
- SHOES must be worn at all times.
- PROTECTIVE EQUIPMENT must be worn for hazardous work: safety glasses for grinding, chipping shelves, etc., protective lenses for kiln viewing, dust masks when mixing powders, sweeping, or spraying, gloves for hot objects, heat-resistant aprons for raku, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials.
- DO NOT BLOCK AISLES, HALLS, OR DOORS with stored items or when working. This is a violation of fire codes.
- DO NOT BRING CHILDREN OR PETS to studio.
- DO NOT STORE THINGS ON THE FLOOR. This impedes cleaning and creates a hazard.
- DO NOT PARK BIKES in the building.
- CLEAN UP SPILLS IMMEDIATELY. Scoop up dry materials, mop liquids to prevent a slippery floor. Do not return spilled materials to the original source, as it will contaminate clean material.
- Take very heavy or large items (plaster, clay, discarded works, etc.) to the dumpster yourself, rather than putting them into the trash cans.
- Place materials containing barium or chrome in the hazardous waste bin in B18.
- DO NOT SWEEP. This puts toxic dust in the air. Scrape up chunks and debris and wet-clean.
- Put the recipe on all buckets of glaze you mix, including those for personal use. If we cannot identify what's in a bucket, we may have to treat as hazardous waste.
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We suggest you use an N-95 dust mask for dealing safely with dusty materials and using the spray booth. It is advisable to keep this in a zipped bag to keep it clean when not in use. Use of an N-95 requires the user to file UF paperwork and pay a \$5.00 filing fee. Highly recommended. Use of a close-fitting respirator requires fit testing, a pulmonary function test, and medical clearance from UF to comply with federal OSHA rules. At this time, UF charges for the pulmonary test and medical clearance. Students are responsible for those charges.

CARTS that belong to the Ceramics area may be used by students for moving work and supplies in the department. Please be considerate and remove your items from them once you are done transporting them. **DO NOT LEAVE**

ITEMS ON THE CARTS. Return the cart to the appropriate storage area and do not block aisles or doors. The fire marshal does periodic inspections, and we will be cited if carts are in the aisles.

LOCKERS in the hall adjacent to studio may be used by students in the Ceramics program. A locker list is circulated in class to register your locker for the semester(s) you will be taking classes. Please sign this list with your name, student #, and instructor's name. Students provide their own locks. A colored dot with the semester and year and your name will show a locker is occupied. At the end of the semester, this dot, your lock, and belongings must be removed. If you are returning to Ceramics classes the following semester, you may leave a note on the locker and retain the locker for the next semester. **Lockers left after the end of semester will have the locks cut off and materials removed.**

CLAY: Students will purchase premixed clay. **Students will buy tickets for clay at the bookstore**, and present the tickets in the Ceramics area to get clay. **Tickets are \$11.50 each.** Terracotta, stoneware, and sculpture clay are 1 ticket per 25-pound bag. Helios porcelain is 2 tickets per bag. Times for obtaining clay will be posted. Students may recycle clay as outlined below, or unsuitable clay may be placed in the reclaim buckets for the appropriate clay type. Students are welcome to recycle clay out of the reclaim buckets.

STIFF CLAY may be reclaimed by cutting into slabs, alternating with layers of soft clay or slurry from the reclaim bin, then wedging to an even consistency. Clay too stiff to wedge should be broken into small lumps so that water will penetrate, and slaked down covered by water in a bucket or the reclaim barrel. If a student desires, the resulting slurry can be put onto the plaster drying slabs in Studio, turned periodically until dried to a soft clay consistency, and wedged up for use.

BONE DRY CLAY should be slaked down as above.

WET CLAY can be dried on plaster bats or slabs until some moisture is removed, and wedged for use, or powdered fire clay or stoneware clay (ask your instructor) or grog may be wedged in. Wedging itself also tends to dry clay out.

CLAY SLURRY remaining in your bucket after working or clean up should be put in reclaim. **DO NOT POUR SLURRY OR SLIP IN THE SINK; USE THE RECLAIM BARREL** or the trash for contaminated clay. Thick liquids not going to reclaim should be put in the trash. Keeping studio areas clean of clay helps reduce the dust level and is healthier for all.

Advanced students may want to mix clay and/or casting slip. All clay must be paid for before mixing. See the tech for pricing of materials and a ticket to take to the bookstore. Present the receipt before mixing. Sign up to reserve a mixer in the clay area.

The clay mixing area is for clay mixing, and is not a permanent storage or work space.

WEDGING TABLE: PLEASE LEAVE THE WEDGING TABLE CLEAN FOR THE NEXT PERSON! Scrape off clay and put in the reclaim or trash. Wet clay left on the table will dry into hard lumps that the next user will not want wedged into his/her clay. **WHITE CLAY ONLY** wedging areas are for ONLY clays w/o iron: lowfire whiteware, mid-range white bodies, or white stoneware or porcelain. Be considerate. Although many of these clays look grey in the raw state (similar to brown stoneware), they do fire white and will have ugly brown blotches if contaminated with iron from brown stoneware or terracotta clays.

WHEELS: **PLEASE LEAVE THE WHEEL CLEAN and turn off after use.** Sponge out or wash off splash pans and **REPLACE THE SPLASH PAN ON THE WHEEL.** Return clean bats to storage. Bats should be scraped off, then wiped clean w/a sponge. Do not waterlog them as this may cause the wood to warp.

SINKS should be cleaned of any clay pieces. **DO NOT PUT CLAY SLUDGE OR LUMPS OF CLAY IN THE SINK.** Clay in the sinks blocks the traps and causes flooding. Uncontaminated slurry can go into the reclaim barrel, or contaminated clay into the trash.

SLAB ROLLER should be kept clean. **ALWAYS ROLL CLAY WITH A TOP AND BOTTOM CANVAS** (otherwise clay sticks to the slab roller parts, leaving lumps that ruin the next user's slabs). Don't force the roller. Do not try to roll over huge mounds of clay: cut the clay into thinner pieces, or pound down first, or set the rollers for very wide and roll

thinner slabs with consecutive passes. Don't put hard objects (e.g. boards) through the slab roller. Consult your instructor or monitor if there are problems.

EXTRUDERS should be emptied and cleaned after use. Barrel and dies should be cleaned and returned to the appropriate place. Spraying the barrel and dies with WD-40 before use makes cleanup easier. Do not LOSE the extruder dies, as they are expensive. Remember to leave the handle in a lowered position to avoid accidents.

SHELVES for storage of work in progress will be assigned by instructor, and should be labeled with masking tape w/your name. Please be considerate and do not uncover or move someone else's work. Be careful when moving work. Work that is ready to dry unsupervised should be put on the shelves in the kiln room **to be bisqued**. Please return bats and ware boards taken to the kiln room to the appropriate storage areas.

GLAZE MATERIALS: Students pay a \$45.00 materials fee to cover the cost of the shop glazes and equipment used for class. This covers average use of shop materials for classes. Students who find they need to use expensive materials (ceramic stains, tin oxide, cobalt) in amounts larger than test batches (100 gms) must pay for those materials, as they are not included in the materials free.

The UF glaze shop does not use lead glazes. Other materials, including things we take as vitamins - like iron - can be toxic in excess amounts. Most shop materials do not constitute a contact hazard, but it is not healthy to ingest or inhale materials. **NO FOOD OR DRINKING IN THE GLAZE ROOM.** Wear a mask when working with powdered materials or carving or sanding, or using the spray booth. Wet clean the area after you finish dusty jobs - do not sweep.

Glazes are available for a variety of firing temperatures. To avoid disappointment and potential kiln disaster, please read the glaze bucket label and confirm the firing temperature before using. Read the label on the bucket, not just the lid. Glaze application should be done on the tables or counters in the glaze room. Stir all glazes before using with a clean stirring stick. Wash the stirring stick after use. Please take care not to contaminate glazes: use a clean stirrer, put the correct lid back, be careful to return any excess to the correct bucket. If a glaze is too thick or thin, inform the instructor. Should you find a glaze lumpy, sieves may be used to strain glazes. Please clean sieves and return to the correct place. **SIGN YOUR WORK.** Before glazing, the bottoms of work should be coated with wax resist (liquid, found on the glaze room table). After glazing, the bottom should be wiped clean of any residual glaze. Any glaze remaining on the bottom of work will cause it to stick to the shelf during firing and will ruin the kiln shelf and the work. Kiln stackers may not load work with glaze on the bottom, and it will be returned to the shelf until cleaned up. Please leave the table and sink clean and the lids replaced on the buckets after glazing.

FIRING/ KILN ROOM:

Please sign your work to avoid confusion.

Beginning students will fire with supervision until cleared to fire solo. Instructors will work with beginning classes to schedule and supervise firings. It is the responsibility of the student to show up as scheduled and load, fire, and unload the work as scheduled. Remember to fill out the kiln chart when you turn up or check your kiln.



When making work, please consider that it must be substantial enough to be picked up and loaded into the kiln to be fired.

Sign up for kiln use no more than one week in advance, in pencil, on the calendars in the kiln room to reserve a kiln. During peak use there may be kiln meetings to facilitate scheduling. Beginning students will sign up as a class. Each kiln has a calendar. Sign up with your name and firing cone for the days you will load, fire, and unload. Usual sign-up is the 2nd half of a day to load, next day to fire, 1st half or the next day to cool and unload, usually by 3 pm. In the event of scheduling conflicts, class firings arranged by an instructor have precedence over individual firings. Please see your instructor or the Teaching Lab Specialist (Derek) if you have any scheduling problems and/or before making ANY changes to an existing kiln reservation. **SHOULD YOU NEED TO CANCEL A FIRING, PLEASE REMOVE YOUR NAME FROM THE FIRING SCHEDULE AS SOON AS POSSIBLE.**

KILNS NOT LOADED BY 7 PM that do not have an explanatory note (i.e. when the kiln will be loaded that day) WILL BE CONSIDERED ABANDONED and may be signed up by anyone needing that kiln. The new user must sign his/her name on the kiln chart.

If you are not able to load on the day reserved on the kiln chart, you forfeit your reservation. DO NOT simply load the next day and bump everyone else back. If you have issues and/or problems, see the kiln room assistant for help in finding a solution.

Kilns found firing without sign-up on the kiln chart will be turned off.

Work to be fired will be loaded by student groups from the carts in the kiln room. PLEASE SIGN ALL WORK: NO NAME, NO FLAME. Unsigned work will not be fired.

Students are asked to fire full kilns and are encouraged to load work from other shelves of work to be bisque-fired, or glaze-fired to the same temperature to fill a kiln. Ask around studio to see if anyone else needs work fired to your temperature.

The small kilns and test kilns are intended for people doing unusual temperatures that may not have a large load. **DO NOT do a firing to normal shop temperatures in these kilns** – work with other people to fill a larger kiln so that the small kilns are available for the people needing a few things fired to temperatures that are not normal class firings (e.g. decals, laser decals, cone 6, etc.).

Anyone firing a kiln MUST SIGN UP for the use of that kiln on the sign-up calendars, MUST USE A KILN CHART while firing, and MUST USE VISUAL CONES in front of the peep hole in addition to the sitter cone. Students in charge of the end of a firing manual kilns MUST MAKE SURE THE KILN IS OFF before they leave. Kiln sitters are considered a back-up shut off, and the person firing is expected to make sure this has worked correctly. A melt-down is VERY expensive. If you must leave before the kiln is finished firing, you must find someone else to be the responsible party or shut off the kiln manually.

DO NOT FIRE COMPUTER CONTROLLED KILNS WITH THE LID PROPPED UP. This defeats the temperature control.

Fired work should be picked up from carts in the kiln room and stored in studio. Work that has met with disaster (broken, exploded) will show up on the bisque shelf to alert the owner. Once you have located a broken piece, please dispose of the remains.

Work that is ready to be glaze-fired should be put on the appropriately labeled cart in the kiln room.

When unloading, put all work on appropriate carts (do not leave work on carts for general shop use or blocking classroom tables), stack kiln furniture neatly, scrape kiln shelves (wear safety glasses) and apply kiln wash when necessary, leaving the shelves in ready condition for the next person. **Return shelves to the appropriate storage area; do not leave them propped up around the kiln yard or on the counters.** Kiln shelves are expensive. PLEASE, throw away used cone packs if not needed to show other people involved in the firing. Clean up around the kiln. If anything has blown up in the kiln, vacuum out the kiln. In the electric kilns, it is very important to vacuum any shards out of the element channels so they do not destroy the elements in subsequent firings.

CRITIQUE SPACE

The critique space is available to ceramics students or classes who need to present their work in a professional setting for critique, photography, or other analysis. The critique space needs to be signed out on the calendar on the door to the critique space. There is a maximum time allotted to any individual or class of one week. Prior to occupancy, check to make sure that the walls are patched and painted, as the last person to occupy the space is responsible for returning the walls to good condition. If the walls are not adequately repaired, please refer this to the technician to contact the last user. Regardless of the condition of the walls once you take over the crit space, you are required to leave it in good condition. There is a limited supply of screws and other mounting hardware available from the technician. Please make arrangements to see technician prior to installing artwork if supplies or

assistance are needed. **Upon vacating the critique space, all walls must be returned to good condition** for the next person including: patch, sand, and paint walls where necessary and sweeping floors. In most instances, paint, patching medium, brushes and other painting accessories are available from the technician. Please see the tech if you need advice on the proper procedures to patch, sand, and paint the walls.

CERAMICS AREA COMPUTER

The Ceramics Area computer in B10 is for use by students, faculty, and staff **for official U.F. Ceramics business:** teacher class preparation, H.O.T. Clay business and duties, copying of the ceramic image database, glaze research, laser decal production for class use, and other official Ceramics functions. Because the graduate studios are semi-private spaces, undergraduate and post-baccalaureate students must be accompanied by an instructor while using the Ceramics Area computer.

Students are expected to use their own computers or the U.F. public computer labs for personal work, including class assignments. The University of Florida requires each student to have a computer and software suitable to accomplish tasks relevant to the individual's program. **The Ceramics Area computer is not for personal tasks, but only for official Ceramics business.**

One of the roles of the Ceramics Area computer is the printing of laser decals for application to ceramic wares for class projects. Undergraduate students should contact the class instructor or tech for access. Laser decal paper may be purchased from the technician by the sheet. Please prepare your files either on your personal computer or in a UF computer lab prior to printing, so that decal sheets are composed and ready to print. The Ceramics technician is available during his posted office hours to assist with file preparation and printing. Any questions should be directed to your instructor or a member of ceramics faculty or staff.

General Safety and Other Equipment

SAAH safety handbook online:

<http://www.arts.ufl.edu/downloads/saah/SAAH-health-safety-2013.pdf>

Please read and consult this for required studio practices.

PLEASE DO NOT WEAR LOOSE OR DANGLING CLOTHING when using power tools (grinder, blunger, etc.) or firing fuel-burning kilns. If you have long hair, TIE YOUR HAIR BACK OR WEAR A BANDANA when using equipment or near flames. Loose hair or clothing can become tangled in moving equipment, or catch fire, causing serious injury.

There is equipment, such as digital scales and tools, which is available from the technician's office. THESE TOOLS ARE AVAILABLE ON 24-HOUR LOAN AND MUST BE PROMPTLY RETURNED. You are responsible for the tools you check out. You lose it or don't return it, you replace it.

Grinding wheel is located in the kiln patio, for grinding sharp glaze runs on fired pots or sharpening tools. YOU MUST WEAR SAFETY GLASSES TO USE THIS MACHINE. If there is no safety equipment available, PLEASE ASK.

Clay Mixing: Please sign up on the calendar to reserve the mixer of your choice. Give your instructor the clay recipe you're using, and the amount you plan to mix. You will get a priced clay slip that you will pay at the book store. Ask our tech, Ray Gonzales, or your instructor if you need instruction about how to use the clay mixing equipment. Give the receipt to your instructor. If you need to use extra materials (e.g. you clay is wet and you need to add more dry ingredients), please get a clay slip and pay for the additional ingredients. Clean up the clay mixing area, take empty bags to the dumpster, clean the mixer, hose the floor down. Lock up.

Spray Booth: Equipment for spraying should be in the Glaze Room, usually under the scale table. PLEASE do not use spray jars for other uses. Spray equipment is for water-soluble clay materials only – no paint. There is a spray-paint booth on the 2nd floor of FAC for aerosol paint spraying. After spraying, clean off the banding wheel, run water through the spray equipment to clean, and put the equipment away when done.

Dust and Safety

UF Environmental Health and Safety has tested dust levels in Ceramics, and their findings in terms of dust report that the use of respirators is voluntary. [WE SUGGEST YOU USE AN N-95 DUST MASK](#) for dealing safely with dusty materials and using the spray booth. It is advisable to keep this in a zipped bag to keep it clean when not in use. Use of an N-95 requires the user to file UF paperwork and pay a \$5.00 filing fee. Highly recommended. Use of a close-fitting respirator requires fit testing, a pulmonary function test, and medical clearance from UF to comply with federal OSHA rules. At this time, UF charges for the pulmonary test and medical clearance. Students are responsible for those charges.

Thanks for your help in working to keep this a safe, pleasant group studio.

H.O.T. Clay Ceramics Student Organization

H.O.T. (Handbuilt Or Thrown) Clay is the student Ceramics organization. Members support initiatives that further their ceramic education, and enjoy working together.

H.O.T. Clay

- Organizes and runs the semi-annual student ceramics sales to raise funds
- Engages student government to petition for funding support for initiatives
- Meets to identify projects to forward student ceramic student life at UF and discuss student concerns
- Holds fun make-a-thons to create works for the sale
- Organizes periodic exhibition opportunities for the members, installs shows, mounts publicity for the shows
- Runs a visiting artist program funded by student-generated money. Students select the visiting artists and run the events, which provide valuable professional practices experience
- Helps with funding to send active H.O.T. members to the annual National Council on Education for the Ceramic Arts annual conference
- Provides leadership experience for people willing to run for office

All students taking Ceramics classes are invited to join. Anyone who plans a future in the Ceramic arts is strongly encouraged to join for the camaraderie and professional experience this organization provides. Please see signs posted in the Ceramics department that announce meetings. See the bulletin board in the hall for info, or the HOT Clay blog: <http://hotclay.blogspot.com/>.

Links to local ceramic suppliers are online here: <http://1drv.ms/1kvdqtZ>

We have no economic interest in these suppliers, nor is this an endorsement. These links are offered as a convenience to UF students who may want to locate the closest tool and ceramic suppliers.