

# **SMFA CERAMIC KILN ROOM**

## **POLICIES AND PROCEDURES**

**STUDIO MANAGER: STEPHEN POWERS  
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## ACCESS AND HOURS

The SMFA Kiln Room A004 is a HIGH HAZARD area. There are distinct dangers of high heat exposure and risks of electrocution and burns and cuts. For this reason, access is limited to the Studio Manager, Studio Manager Assistant, Faculty and trained students under supervision.

The Kiln Room is accessible via id card swipe for authorized users M-F 9-4. The studio is closed during holidays and between semesters. Access is granted to students only after receiving training by the studio manager. To arrange training email [stephen.powers@tufts.edu](mailto:stephen.powers@tufts.edu)

Access granted is SOLELY for use of the test kilns. Any unauthorized use of any other equipment will be grounds for losing access with no warnings. No combustibles are to be fired in any kilns at any time. If you want to fire items outside of the established studio firing programs you must check with the studio manager. The doors to the kiln are NOT to be propped open at any time.

## FIRING PROCEDURES

**Please follow glaze firing procedures located in the Glaze Room.**

- Students are responsible for placing their work on the appropriate racks to be fired. The racks are located in the glaze room and labeled cone 6 or cone 10
- If you have special requirements for firing, please email [stephen.powers@tufts.edu](mailto:stephen.powers@tufts.edu) with the heading **special firing request**.
- Place work toward back of shelves so they won't need to be moved.
- DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
- Pick up work once fired, space is limited.
- Sign every piece CLEARLY on the bottom to prevent confusion.
- Keep a record of your work with drawings, notes, or photos.
- DO NOT take work that is not yours, if unsure ask your instructor for assistance
- The SMFA studio team is not responsible for lost or stolen work.
- Only clay from the studio will be fired.

- Commercially prepared glazes and underglazes purchased by students must be approved by the Studio Manager or assistant prior to submission for firing.
- Kilns are fired according to the needs of the entire studio.
- Kilns will be fired when there is enough work to fill them.
- Requests will be considered, but it is the prerogative of the Studio Manager and assistant to determine the kiln loading and firing schedule
- Each piece must pass a set of standards to be fired. Glaze must be of a proper thickness. Bottoms must be wiped clean ¼" from the bottom. If multiple glazes are used on a piece, it must be placed on a cookie.
- The studio manager and tech reserve the right to reject work that is unsuitable for firing.
- Rejected work will be left on the cart in the middle of the drying room with an explanation of why it was not fired.
- Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece.
- Dry your pieces on your shelf.
- Pieces with too much glaze or a bad glaze combination will not be fired. Consult your instructor if unsure if your piece meets any of these standards.
- DO NOT touch the kilns.
- Dates for LAST WET WORK and the END OF TERM are posted in the studio. Work placed on shelves after these dates will not be guaranteed finished before the beginning of the next term.

## **SAFETY AND EMERGENCY PROCEDURES**

Do not EVER use the studio while intoxicated or impaired. This applies to alcohol and recreational drugs. If a faculty member, Studio Manager, or monitor notices you're intoxicated or impaired, you will be asked to leave.

No doors to the kiln room are to be propped open at any times.

THERE ARE NO STUPID QUESTIONS. Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc.

SMFA Ceramic Kiln Room

A004

Studio Manager: Stephen Powers

[Stephen.Powers@tufts.edu](mailto:Stephen.Powers@tufts.edu)

We would rather take the time to answer your question than to see you hurt yourself or someone else.

**INFORM YOURSELF.** If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binders around the studio. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.

In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

## **IN CASE OF INJURY**

Inform the Studio Manager, faculty, or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.