

UCLA Ceramics Depart Lab Policies and Procedures

1. There is a \$65.00 instructional Materials fee to be paid to the UC Regents. Please pay this by the end of the 2nd. Week of the quarter.
2. Clay may be purchased from the Lab at \$7.00 a bag. Please put your name and the type of clay on the bag. All clay is to be stored in your locker.
3. Lockers are available in the Ceramics Lab. Label your Locker with your name and the quarter. You may put any lock on your locker you choose. All personal items and work must be removed from the Ceramics Lab by the end of the Quarter or it will be disposed of.
4. Students, Staff and Faculty are not permitted to use any lab equipment, machinery, etc. unless properly trained by an authorized Staff or Faculty member.
5. Appropriate safety equipment such as face shields, work gloves, respirators, etc. are to be worn at all times when working with appropriate tools or equipment.
6. No loose fitting Clothing.
7. Close toed shoes only.
8. Canvas covered boards and banding wheels are for in class work only. Any work stored on them will be removed.
9. There are carts for in progress work, Greenware, Bisqueware, Δ06 Glaze and Δ10 Glaze. Please place your work accordingly.
10. Students are required to provide their own personal clay working tools and some other materials that the lab does not provide. However many things are available such as ware boards, plaster bats, sponges, paddles, hand and power tools. If not sure what is available, please don't hesitate to ask.
11. Students are required to clean-up when they are done working and to always put things back where you found them.
12. Please do not hesitate to ask any staff member for assistance. We will be happy to answer questions.