Darling Downs Potters Club – New Member Orientation Checklist & Information Guide

This checklist & guide is designed to help our members understand how the studio runs and what's expected when using the club space. A volunteer will guide you through a tour of our studio, as well as our policies and procedures. Please ask questions as you go – we're here to help!

Studio Tour – What You'll Be Shown In The Studio:

- Sign-in/out book
- Light and aircon switches
- Pottery wheels
- Slab roller and extruder
- Tool and equipment shelves (labelled spots for items)
- Batts & boards (specific ones for wheels, handbuilding, drying, etc)
- Heat guns (safe operation & cleaning after)
- Drying shelves and cupboard – for greenware only, labelled with name and date
- Cleaning supplies & where to find them – mops, brooms, vacuums
- First Aid kit and evacuation map
- Kiln annex
- Shared club firing spaces available to book and QR code to book
- Firing 'cookies' – club examples in the kiln annex (personal ones must be used for firings)
- Shared member firing interest list (on noticeboard)
- Visitor Pass information & QR code (under 'Coming Up board on the back of the gallery door)
- Members' storage room – shelf spaces available for $30 per half year, hire via QR code in the room

Club Culture & Member Involvement

- We are a respectful and inclusive community. Discrimination, harassment, or aggressive behaviour will not be tolerated
- As a not for profit, completely volunteer run club, all members contribute to the running of the club in various ways; how you help is up to your availability and skills
- We strive to be a welcoming, vibrant, and positive community, and appreciate your kindness, patience, and respect as you become a part of our clay loving club
- Please do not remove club tools, glazes, or materials from the studio without board approval – our equipment and tools are for all members' use in the club space
- If you're not sure about anything or how anything works, please ask!

Studio Use & General Expectations

- DDPC is a not-for-profit, volunteer-run club. Everyone pitches in to keep it running!
- You must sign in and out every time you use the studio – this helps with insurance, security, and club administration.
- Proper cleaning is essential! All tools, benches, wheels, and equipment must be cleaned, dried, and returned to their labelled spots before you leave.
- Silica dust is very dangerous - always wet-clean (no dry sweeping). This includes floors, benches, splash trays, and tools.
- Clean all tools and equipment **thoroughly** and return them to their correct place (ask if unsure):
  -Batts: top, sides, and under must all be washed. Please be mindful of there being batts for everyone to use, and whenever possible avoid drying your work on the shelves on the specific wheel batts (especially during class terms).
  -Tools and equipment
  -Under and around tables, chairs, and wheels
- Cleaning properly helps to protect our equipment, keep the space running properly, and reduces health and safety risks.
- Any mess you make, please clean – this should be factored into your time in the studio. Please remember our club is entirely volunteer run – if you don't clean up after yourself properly, you're expecting someone else to.
- Members may eat or drink in the workroom but must wash your hands before and after and clean up all food messes promptly to prevent cross contamination.
- Use P2 masks when sanding, mixing dry materials, or creating clay dust, and only do these things outside of the studio.
- Be aware floor may be slippery in the studio from prior cleaning, and clean up any spills you make.

Cleaning Checklist

- Clean both your workbench and the surrounding floor area with a damp sponge or mop (no sweeping – this can put silica dust into the air)
- Thoroughly clean and dry any tools, heat guns, batts, and equipment you used
- Return them to their proper labelled place
- Clean pottery wheels: Empty and wipe down splash trays and wheel head with sponge then microfiber cloth, remove excess clay from clay chute, remove and clean wheel buckets and any reclaim in them, wipe the outside of the wheel with microfiber cloth
- Wipe down and clean extruder, slab roller, or other equipment used
- Wipe down chairs and/or stools used
- Vacuum and mop, including under tables/wheels
- Kitchenette: wash, dry, and put away anything used
- Ensure bathroom and sink areas are tidy if you used them
- Put all cleaning tools (sponges, cloths, mops, vacuums) back neatly and hang up cloths and towels
- If time, it's really appreciated if you can contribute to keeping our space running beautifully by doing one of the suggested jobs on the signs around, taking out any rubbish to the bins, or wiping down a shared area (sink, shelf, etc)

Equipment, Materials & Firing

- Only trained members may use the kilns and pug mill. You must complete training and a supervised first use before independently using this equipment
- Glaze ingredients and raw materials are only to be used by authorised members or tutors
- DDPC glazes are for classes, workshops, and approved club projects, not personal use
- You must keep track of your clay type and glaze type and record it accurately when submitting for firing
- Read the DDPC Kiln Policies before firing or joining in a shared club firing

Storage, Reclaim & Workspace

- Reclaim clay (unused clay to be recycled and used again) is your responsibility. Do not leave reclaim in the club
- Clean out wheel buckets after use – empty, dry, and return them after every use
- Only drying greenware may be left in the studio - it must be labelled with your name and date and only left for a reasonable time
- All personal tools and materials must be taken home unless you rent shelf space in the members' storage room to store them there

Types of Clay, Glazes, & Firing Temperatures

- All clays bisque fire to the same temperature; however, different clay types require different glaze firing temperatures.
  Glaze firing a clay to the wrong temperature can cause damage to the piece and even the kiln, so always plan carefully.
- There are three main categories of clay based on glaze firing temperature:
  Earthenware (low fire), Mid Fire, and Stoneware (high fire).
  Your clay type must match both the glaze you use and the temperature you plan to fire to.
- Our gallery shop stocks all three clay types. The most popular among current members is mid fire, due to the wide range of compatible clays, glazes, and underglazes available in Australia an
- Shrinkage: Clay shrinks significantly from its wet stage to its final fired form.
  Always check the manufacturer's website for shrinkage rates if you're making something to a specific finished size.

Communication & Visitors

- Club updates are shared via email, the DD Pottery Club Members Facebook group, and our public Instagram and Facebook pages.
- Some volunteer groups communicate via WhatsApp – contact us if you'd like to join.
- You may bring a visitor for up to 2 hours using a Visitor Pass ($20 via QR code). Visitors must follow Visitor Pass terms and conditions. Members are responsible for their visitor, any damages incurred by them, and for ensuring the studio is properly cleaned at the end.

Acknowledgement

I have read and/or had all items explained to me during my orientation prior to using the DDPC studio workroom. I understand the expectations of being a member of the Darling Downs Potters Club and agree to follow all safety procedures, cleaning requirements, equipment policies, respectful conduct, and other requirements outlined above. I acknowledge that failure to comply with DDPC procedures and policies – including any new or updated policies communicated to members – may result in a board member requesting an explanation, requiring the issue to be rectified, and/or reviewing my club membership.

Name (print) Signature Date

New member

Volunteer guide