

STAINED AND FUSED GLASS STUDIO RULES

To ensure that everyone has a safe and enjoyable experience, all members should become familiar with the following rules and procedures that should be followed at all times in the Glass Studio.

SAFETY RULES

1. Eye protection must be worn at all times (members and guests).
2. The large face shield must be worn when using the ring saw.
3. Closed toed shoes are required by members and guests (no flip flops or sandals).
4. No food is allowed in the studio. Water is allowed but must be capped.
5. Never run your hands over the tabletops. There could be glass shards.
6. No boards, glass or tools should hang over the edge of the counter.
7. Ventilation is always required when soldering. Set up a fume extractor.
8. Always place the soldering iron on the stand.
9. Do not put a soldering iron away until it has cooled.
10. Keep hands away from face when working with glass, solder or lead came.
11. Wash hands before leaving the studio.
12. Only Kiln firers are to open, load or unload the kilns.
13. New fused or stained-glass members should work with an instructor monitor following a beginning class until experienced enough to work alone.
14. Always set up a shield when using the grinder, nippers, or any cutting equipment where flying glass could injure someone.
15. A mask must be worn when powdered frit is used.
16. A First Aid Kit is located in the cabinet under the sink.
17. Emergency 911 Phone (red box) is located on the wall near the restrooms.
18. The (AED) Automated External Defibrillator is located in the Fitness and Aquatic Center.
19. A Fire extinguisher is located inside the studio by the door, outside the studio by the gift shop display windows and just past the modeler's display window.

CLEANING RULES

20. Proper care should be taken when using and cleaning the grinder, ring saw or soldering iron.
21. If you get the grinder out, it is your responsibility to clean it and put it up.
22. Clean up all tools and return them to their proper location.

23. Keep your cutting board and work area clean of shards. Use a bench brush only, no hands or cloth towels.
24. Clean your work area before leaving. Brush off all glass shards etc. from your table and board into a plastic container, then empty the glass shards into the discard buckets found in cabinet #1, not in the trash can.
25. Always wash down your workspace with vinegar and alcohol solution and a paper towel. Do not use the cloth towels.
26. If glass lands on the floor and breaks, clean up and sweep the entire area.

GENERAL RULES

27. When “fusing”, your final glass cleaning should be with a vinegar and alcohol solution.
28. Never touch or move another person’s project. Admire from a distance.
29. No supplies or tools shall be removed from the studio.
30. Remove your work from the student work boards when not working on your project for more than a couple of weeks.
31. Discard glass, lead, solder etc. in the designated buckets provided. Do not put in the regular trash.
32. Always put your name on your work boards.
33. Use the correct towel for your project. We have stained and fused glass towels.
34. No pets are allowed in the studio except for those allowed by law. Glass is always on the floor and can get lodged in your pet’s paws.
35. If the studio closed for a class, do not enter the studio.
36. No Club tools may be used for personal home projects (e.g.; ceramic or porcelain tile, etc.).
37. Before leaving the studio: Set the appropriate temperature, turn off lights and check that all cabinets are locked. When leaving check that the studio door closes all the way and turn the handle to make sure it is locked. If you have any problems contact a SCOV monitor. The phone number is listed on the towel dispenser.
38. Sun City Oro Valley requires that an Incident Report be completed if there is an injury, conflict, abusive behavior, theft or other violation. Forms and instructions are posted on the studio bulletin board.
39. Members shall always sign in when entering the studio even if you’re just picking something up.