

# Clay Committee Checklist

Each committee member should sign up for 2 to 3 weeks of committee work each semester, and come in at least 3 to 4 times during each of your weeks.

*HELP! It's my week on clay duty! What am I supposed to be doing?*

Here is the abbreviated list!

## **Every time you come in:**

Tend to the active recycle buckets:

- Add or decant water as needed.
- Stir each bucket thoroughly, bottom to top, breaking up any lumps.
- Clear the wire screen.

Perform the routine cleaning assigned to the Clay Committee:

- Use a damp sponge to thoroughly clean the canvas and wires of the wedging table.
- Always keep the white canvas as white as possible.
- Wipe clean the lids of the clay bins.

## **As needed:**

- Switch out the active recycle bucket when  $\frac{1}{2}$  to  $\frac{3}{4}$  full.
- Condition the recycled clay.
- +Pour+conditioned recycled clay onto the plaster drying tables.
- Pug the red clay or wedge the white clay when ready.

## **At least once each week, or more as needed:**

Do a thorough cleaning of the clay areas:

- Clean empty clay recycle buckets. Wipe down the outside of the active ones.
- Clean the wooden recycle cart inside and out.
- Clear the stir paddles.
- Clean the bins which hold the new clay inside and out.
- Wipe down the plaster drying tables and the wall behind them.
- Mop the floors under and in front of the recycle buckets, the plaster drying tables, and the wedging table.

If you have any questions about how to go about these duties, re-read the Clay Committee Handbook. There is a copy in the Clay Committee binder above the wedging tables.

## **Be courteous to other Clay Committee Members:**

- Communicate with the next person on the calendar. Inform them of the status of the clay.
- End your shift with an extra good clean-up.
- Try not to leave a table of drying clay for the next person to pug. If needed, communicate!
- Help each other out by stirring or decanting the recycle buckets when you are in the studio, or doing a bit of clean-up when needed, even if it's not your week.
- Get a sub if you are unable to work your week. Be generous if someone asks you to sub.