



## STUDIO POLICIES & SAFETY GUIDELINES

### GENERAL STUDIO POLICIES:

**We work in a communal environment. Be respectful of the space and all involved with The Alabama Art Kitchen.**

Please do not store personal items at the studio that do not fit within provided member storage areas without prior consent of the studio manager.

**Keep the studio neat and clean.** Everyone is expected to participate in keeping the studio tidy. We would like it to be presentable at all times for workshops, client meetings, studio tours and the like. This includes returning tools to their proper place, thorough cleaning of all equipment used. Any member who fails to abide, or who chronically abuses their access privileges, and otherwise exhibits behavior which endangers equipment, other members' safety, or prevents them from getting their work done, may lose their studio access all together. One written warning will be given before termination of contract.

All studio use rules signage must be followed, as well as all general rules specific to each piece of equipment.

All members must attend a studio orientation before using the space. Also, all members must complete a training checklist before operating the Chandler and Price platen press and the Hollander paper beater.

The Alabama Art Kitchen does not provide security. Please be smart about your own safety and others.

We encourage you to invite friends and family to see the studio, however, only members are allowed to use the studio and equipment.

The second and third floors are off limits to members. Please do not, for any reason, enter these areas with out consent from the directors.

Please be respectful of current show in the gallery space when working in the space. Keep all dusty (sanding, etc.) and especially messy projects in the other rooms.

Bikes are to be locked up to the provided bike rack.

Pets are not allowed inside of the Alabama Art Kitchen at any time.

No smoking in the studio or within 10 feet of our entrances.

#### GENERAL SAFETY GUIDELINES:.

- Understand the equipment and materials you are working with.
- Keep your attention on what you are doing.
- Never distract or talk to someone who is operating a dangerous piece of equipment.
- Avoid wearing loose clothing and dangling jewelry.
- Tie back long hair.
- Refrain from using equipment when tired or uncertain about anything.
- Be alert of any strange sounds or unusual motions when operating equipment. Notify studio manager immediately.
- Be alert for any loose parts, slipping adjustments, dull blades. Notify studio manager immediately. Turn off any motors if unsure of sound or smell.
- Remove all excess material scraps from cutters after use. Clear press bed of any tools or materials.
- If you are unsure of anything, ask the studio manager before proceeding. Never force anything.
- All flammable material must be kept in their appropriate containers. Solvent soaked rags must be placed in the red rag bin. Sharps go in the sharps can.
- You are responsible for providing, wearing and maintaining your own respirator and organic vapor canisters. You are also responsible for knowing when to wear protective gloves, dust masks and other protective clothing. The Kitchen encourages these practices.
- Make every effort to recycle, use earth and people friendly cleaning products and reduce fumes in the studio as much as possible. A fan will be available if needed.
- Working in the studio under the influence of drugs or alcohol is prohibited. If you are taking prescribed medication that inhibits your judgment or motor skills, please refrain from using the

equipment.