

REGULATIONS OF THE CERAMICS AND FUSING STUDIO AT THE FACULTY OF ARCHITECTURE

§1 Objectives of the Ceramics Studio

1.1. The Ceramics Studio at the Faculty of Architecture aims to enable students to develop their artistic and design skills in the field of ceramics.

1.2. The main objectives of the studio are:

- a) to promote creativity and innovation in the design of glass and ceramic elements,
 - b) to teach the technological fundamentals of shaping glass and ceramics,
 - c) to encourage experimentation with various ceramic techniques and materials,
 - d) to develop aesthetic awareness and design skills in the field of architectural glass and ceramics,
 - e) to ensure proper working conditions and safety.
-

§2 Studio Participants

2.1. The Ceramics Studio is intended primarily for students of the Faculty of Architecture at Poznań University of Technology.

2.2. All persons present in the studio are required to:

- a) comply with the provisions of these studio regulations,
 - b) observe general health and safety (OHS) and fire protection regulations,
 - c) maintain order and cleanliness in their workspace and take care of the studio's equipment,
 - d) use ceramic and glass processing tools and materials in accordance with their intended purpose,
 - e) respect other studio participants and not disturb order.
-

§3 Opening Hours and Use of the Studio

3.1. The studio may be used during scheduled classes, consultations, workshops, or additional opening hours, always under the supervision of the instructor.

3.2. Participants are required to comply with all safety and hygiene regulations.

§4 Materials and Tools

4.1. Participants may use the available ceramic materials, tools, and equipment in accordance with the studio regulations.

4.2. It is forbidden to borrow or remove ceramic materials, tools, or equipment from the studio without the consent of the instructors.

4.3. Participants are obliged to maintain and clean all tools and equipment after use.

4.4. Any malfunction or damage to tools or equipment must be immediately reported to the instructor.

4.5. It is strictly forbidden to pour water mixed with plaster into sinks. Such mixtures must be poured into specially prepared settling containers.

§5 Safety and Hygiene

5.1. Strict occupational health and safety rules apply in the ceramics studio.

5.2. It is prohibited to enter the studio wearing outer garments or to bring large bags, briefcases, backpacks, or suitcases. Outerwear (especially wet clothing), large luggage, umbrellas, etc., must be left in the corridor lockers.

5.3. It is forbidden to bring items that could pose a hazard to others or to studio equipment. If necessary, such items may be temporarily confiscated by the instructor for the duration of the class.

5.4. Depending on the type of work being carried out, participants must use appropriate personal protective equipment, such as safety glasses, masks, gloves, face shields, aprons, etc.

5.5. Bringing and consuming food or hot beverages (in any form) in the studio is strictly prohibited.

5.6. The consumption of alcohol and smoking (including e-cigarettes) is strictly prohibited. Persons under the influence of alcohol or any intoxicating substances are not allowed in the studio.

5.7. After completing their work, participants must thoroughly clean their workspace and all used tools.

5.8. At the end of the semester, students are required to thoroughly clean the studio under the supervision of the instructor.

§6 Rules for the Use of Kilns

6.1. The use of ceramic kilns is permitted only for authorized and properly trained individuals familiar with the operating manual.

6.2. Using the kilns outside of their intended scope as defined by the manufacturer is prohibited and may result in accidents.

- 6.3. Loading and unloading the kiln chamber may only be done once it has completely cooled down and been disconnected from the power supply.
- 6.4. Unauthorized or untrained persons are strictly prohibited from operating the kilns. The operator is responsible for kiln safety throughout the entire firing process.
- 6.5. During firing, the temperature readings on the control panel must be periodically monitored.
- 6.6. During the firing process, students are not permitted to remain near the kilns — i.e., within the area enclosed by the protective metal mesh.
- 6.7. Students may enter the enclosed kiln area only in the presence of the instructor.
- 6.8. Students are not allowed to touch or adjust the kiln controllers.
- 6.9. Without explicit permission from the instructor, students are strictly prohibited from opening or closing the fusing or ceramic kilns — **especially during the firing process!**
- 6.10. It is forbidden to use or store flammable or fire-hazardous substances within the area enclosed by the protective mesh around the kilns.
- 6.11. Dusting in the studio is strictly prohibited.
-

§7 Final Provisions

- 7.1. The regulations of the ceramics studio are binding for all participants.
- 7.2. Participants are liable for any damage caused in the studio in accordance with the Study Regulations.
- 7.3. The Faculty of Architecture at Poznań University of Technology reserves the right to amend or supplement these regulations.
- 7.4. Each participant is obliged to familiarize themselves with and comply with the studio regulations.
- 7.5. In case of doubt regarding the interpretation of the regulations, decisions shall be made by the Faculty of Architecture.
- 7.6. These regulations come into effect on the date of their announcement and remain valid until amended or supplemented.
-

Date of announcement: 19.10.2023

Signature of the Director of the Institute of Interior Architecture and Industrial Design:



Signature of the Health and Safety Inspector:

KIEROWNIK
INSPEKTORATU BHP*PP
M. Szaj
mgr Maciej Szaj