

## *Glass Fusing - Classroom Etiquette & Safety*

**Classroom Hours:** glass class runs from 9:30am to 12:30pm

- Arriving after 9:00 AM to get your supplies to the classroom and set up your workspace is acceptable.
- Please refrain from starting projects, using equipment, and shopping for glass before class begins at 9:30 AM. due to safety issues and consideration for the instructors.
- Please allow Instructors time to 'set-up' before class begins at 9:30 AM.

**Be respectful of all material, tools, and equipment provided.**

- Use equipment (grinder & strip cutter) with care and ask for assistance if you are new to the equipment or need guidance.
- The supply closet is available for students to shop for glass (only)
- All other materials and products in the supply closet are for the instructors' use (only).
- Measure your glass choices by Length & Width.
- Student invoices are used to keep track of your glass purchases by writing down the color, and size of the glass you are purchasing.
- There is a 'size-minimum' required for all glass purchases. See the instructor for assistance with these purchases.

**Cleanliness is considerate:**

- Clean up your work area and tools at the end of class & sweep up glass dust/shards from your workspace.
- Always sweep up glass shards when crushing glass outside the classroom.
- Return the cart to the 2<sup>nd</sup> floor, so other classes and instructors have access to the cart.
- Food & Drinks are allowed but be considerate and dispose of trash & use recycling bins. Please clean up your liquid spills.

**Safety First:**

- There is a first aid kit in the bottom drawer near the sink & in the hallway next to the water fountain.
- Personal carts and wagons can be stored in the 2<sup>nd</sup> floor lobby area to avoid a crowded classroom and eliminate tripping hazards.
- No glass down the sink. Trash cans are provided.
- Fans are available when using goo-gone.
- Safety glasses & close toed shoes are recommended when cutting glass.

*We appreciate everyone working together to provide a safe, clean, and fun classroom environment at BIG ARTS.*

