

The background of the cover features a close-up photograph of ceramic pottery. On the left, a portion of a reddish-orange vase is visible. In the foreground, a wide, shallow, light-brown ceramic bowl sits on a wooden surface. The background wall is a plain, off-white color with a subtle texture.

# Kleistone Studio

## Handbook

[WWW.KLEISTONESTUDIO.COM](http://WWW.KLEISTONESTUDIO.COM)  
UPDATE: 07/2023

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## Members opening times

Monday 12:00 - 18:00

Wednesday 12:00 - 20:00

Thursday 12:00 - 18:00

Friday 12:00 - 18:00

Saturday 14:00 - 18:00







# Introduction

Thank you for joining Kleistone Studio! Whether you are a studio member or joining us for a drop in session, we are pleased to welcome you.

We have written this handbook for all members and open studio participants, to ensure a smooth and safe running of the studio.

We hope you enjoy your time with us! For any further questions, please don't hesitate to contact Elisabetta or Kate at the studio or via email [info@kleistonestudio.com](mailto:info@kleistonestudio.com).

# Basics

Our memberships and open studio sessions are intended for people with prior experience of working with clay. You have either taken one of our classes (tasters excluded), or have gained equivalent experience elsewhere.

Most importantly, you are confident working independently with clay. A member of staff will be present during all studio opening hours for any queries, but will not be available to teach.

All studio tools, materials and glazes (excluding clay) are able to be used free of charge by all members. The kiln firing will be an additional cost:

- Members: 5 €/kg for bisque and 8 €/kg glaze
- Non Members: 7 €/kg for bisque and 10 €/kg glaze

You will need your own apron or protective clothing. You are welcome to bring your own or purchase one of our Kleistone Studio aprons.

You must abide by the current Covid-19 regulations, these will be updated on our website.

# Arrival at the Studio

You can find Kleistone Studio at Katzbachstr. 29, 10965 Berlin.

Upon arrival at the studio, please wash your hands thoroughly with warm soapy water.

## Production

Our studio is aimed for potters who wish to explore clay as a hobby, continue a project made during a class and for part-time makers and sellers. Unfortunately we are currently unable to accommodate full-time potters with a mass production, due to the size of our studio.

# Storage

Each member is allocated a shelf space allowance, plus a roll container to store work in progress, clay and personal tools. The roll container's space will likely be shared with other members. We ask our members to keep their work in progress limited to their shelf space - this might mean making sure that previous work is finished and put on the firing shelf before starting the next project.

Each open studio participant will receive a wooden board to put their work on. Please only leave pieces on your board, which you definitely want fired. The rest should be added to the reclaim bucket.

# Clay

Clay can be purchased from our studio. Alternatively, members can use their own, providing it has been approved by a member of staff.

Small bits of clay or clay slip should never be disposed of down the sink. Please ensure you dispose of clay in the appropriate reclaim bucket. Any greenware pieces you do not want to have fired should also be broken up and placed in the reclaim bucket.

We are unable to fire pieces which are thicker than 2cm or not hollow. Please keep this in mind when working.

# Kiln Firing

Our firing schedule can change. We aim to fire 1-2 bisque and glaze firings per week, but this is subject to change. Please note it can take up to 2-3 weeks for work to be fired.

If you are a member of the studio, we will issue an invoice for the firing fees at the start of the following month. For example, November firings will be invoiced at the beginning of December.

For non studio members, work which is ready to be fired must be weighed, recorded, paid for and put on the correct firing shelf. Work will not be fired until it has been paid for.

Our firing fees are as stated above under “Basics”. They are at a fair price per kilo and they help us to cover the raw materials used, the electricity used by the kiln and for any kiln maintenance costs.

Fired pieces are able to be stored for 4 weeks. If any pieces have not been collected by this time, they will either be donated or disposed of. Unfortunately we do not have the shelf space in the studio to store fired pieces for any longer.

If a piece is not fit to go into the kiln due to poor glaze application (see next section) or undocumented / new glaze / clay combo, it will be withheld on a “Suspension” shelf and will only be fired when the issue has been fixed. Ask a member of staff if you have any questions about your specific piece.

A note on safety: the kilns are strictly out of bounds and should only be operated by a member of staff.



# Glazing

Open studio participants are not allowed to bring or store any external glazes: only studio glazes can be used.

Members are allowed to bring their own glazes, but new glazes must be tested first on test tiles and ideally on a cylinder shape, to test for whether the glaze will run. For these tests, leave at least 2 cm from the bottom. Members are required to explicitly label new test tiles so that they can be placed on stilts or cookies.

If you bring and/or mix your own glaze you must show us a recipe first and should use your own containers for storage.

In general, do not glaze until the very bottom of a cup: leave at least 5 mm from the bottom for known glazes. And of course: clean your bottoms!

We reserve the right to refuse to fire pieces that are evidently glazed incorrectly and that may damage the kiln.

If any of your pieces damage the shelf, you will be required to pay for the replacement of the shelf.

We will not fire pieces that are thicker than 2cm without a hole for escape or pieces that are not hollow.



# Cleaning

We request that time is set aside at the end of each member and open studio session for the cleaning of the workstation. This includes cleaning all tools used, the worktop / wooden boards, the floor around your workspace, plus any communal areas such as the wedging table or surfaces in the kiln room.

All items and surfaces should be cleaned with a damp sponge or mop. This helps to keep clay dust at bay. Dry sweeping is prohibited in the studio, due to the dangers of clay dust & silicosis (more information in the next chapter).

Please mop the floor around the station if needed.

## Health + Safety

Whilst the studio is a calm and relaxing place, there are still some important aspects to protect everyone's health and safety.

# Silicosis + the prevention of clay dust

All dry, powdered materials in the studio pose a hazard, due to risk of inhalation. The biggest issue is silica, otherwise known as clay or glaze dust. Silicosis is an irreversible illness from a prolonged and cumulative exposure to silica.

The good news is that for students and part time potters, the risk is very low. But we should do all in our power to keep clay dust at an absolute minimum.

Here are some tips:

- Always clean with a damp sponge or mop. Never dry sweep.
- If you need to sand your pieces, please wet-sand them or sand them outside (wearing a dust mask)
- Do not blow on your pieces to remove dust or excess glaze.
- Clean every piece of equipment used and your surroundings before you leave.

Please be mindful!

# Health and safety whilst glazing

Glazes contain a mixture of elements and/or heavy metals and therefore it is important to always wear a mask or respirator whilst in the process of glazing - you will be required to bring your own. Prolonged skin exposure should also be avoided, so we recommend wearing gloves.

Glaze powder or liquid glaze should never be inhaled or ingested. Never eat or drink anything in the kiln room.

Always wash tools between using different glazes to avoid glaze cross contamination.

## Booking the wheel

We have one wheel in the studio which members have access to. In order to book the wheel, please use this link:  
<https://teamup.com/ksyz78wkgf3bg21s9>.

Select a slot by simply clicking on the time slot you want on the calendar. You will see a window appear. Make sure you name the slot with your name + wheel. Select the right timeframes and ensure that the calendar assigned is "Members wheel booking". Under Who, please also enter your name.

The wheel can only be used during member opening hours. You can see the opening hours displayed in brown color on the same calendar. Don't worry about this calendar being there: you can still click on the same time slots and book the wheel.

A few notes on booking and using the wheel:

- Please make sure you clean it up and leave it as you found it for the next person.
- Please use the reclaim buckets to dispose of the slurry / clay (the wheel generates more waste than hand-building so we need to be mindful that nothing goes down the drain).
- Please don't book months or weeks in advance if you are not sure you can actually come, so not to block the wheel for other people.
- If you book the wheel but do not show up within 20 minutes of the slot, we will free it up for other people.

# Thank you

Thank you for helping make our studio a relaxing and safe environment! If you are ever unsure about something, always feel free to ask a member of staff for help.

We hope you have a great time creating in our studio.