



Textile Studio Protocol

The studio is a communal space and above all it is expected that all members use it in a safe and clean manner that is respectful to other users. It is expected that studio users are familiarized and competent with the tools, chemicals, dyes, and processes they are using. If you have any questions or concerns, please ask the CASA facility attendant.

The following "conditions of use" have been compiled to provide a safe, positive studio space to work in. Failure to comply with these conditions will result in your studio access being revoked.

- Studio space is available for artists who have demonstrated competency in the specific studio practice; have received an orientation to the studio; have paid an access fee, and who have signed a Studio Use Waiver Form. Guests including children are not allowed in any studio while you are working.
- Occasional workshops will be held in Studios. Artists will be offered a discount on Casa Workshops held in Studios.
- All artists are required to register at the Reception Desk for each visit to a studio. Although somewhat inconvenient this allows for studio security and monitoring.
- Familiarize yourself with the studio space including location of emergency eyewash, phone, sinks etc.
- Studios are not to be used if an artist is tired or impaired in any way. Alcoholic beverages are not allowed in any Casa studio.
- The studio is a shared workspace. The studio must be left in the condition you found it. Artists are required to clean-up their work area and any equipment used during your session in the studio. **All surfaces and sinks must be cleaned at the end of each visit to the studio.** Basic cleaning supplies are located beside the sink. Please be mindful of your materials imposing on other artist's work areas and/or monopolizing workspace and equipment.
- Do not use tools, chemicals or equipment you are not competent with. Feeling comfortable and safe every time a machine is used is only apparent to the person operating it; it is the operator's responsibility to ask a CASA Facilities staff member for help if they feel they need it.
- All equipment must be turned off once you have finished using it. Any broken or malfunctioning equipment should be reported to Casa Receptionist (Facility Attendant when reception is closed).
- Abandoned supplies and equipment will be disposed of at the discretion of the Casa staff.
- Artists wishing to work in studios outside of Casa operational hours will need to register at the Reception Desk during office hours to receive a building and studio fob. It is strongly recommended that artists working outside of regular operating hours consider a buddy system and work with another artist who has a current studio access pass. Propping exterior doors open, for whatever reason, is not allowed after normal operational hours.
- All artists are required to treat the facility and studios, Casa staff and fellow artists in a respectful manner. Failure to do so will result in studio access being revoked.
- Casa is not responsible for the theft or damage to personal belongings. Work left unprotected in the studio is at your discretion and is not the responsibility of Casa.
- Artists should report any concerns they may have to the Casa Facility Manager.
- Head phones are required unless a group of artists working in a studio agree to play music.

Dye

- Each type of dyestuff has its own safety procedures and concerns, it is your responsibility to be aware of the health and safety concerns with the dyes and chemicals you are using.
- Handle powdered dye substances ONLY in a sealed glove box. No powdered substances should be opened outside of the glove box.
- Before using the glove box place newspaper provided in the box and spritz with water. Roll up and dispose of newspaper immediately after use.
- Gloves and an apron are recommended whenever working with dye, dye baths and fabrics that have not been washed/finished.
- Goggles, protective gloves, apron, and protective clothing must be worn when working with corrosive chemicals such as acid or Lye.
- Always add acid to water
- Always add Lye to cold water.

Steamer

- Step-by-step operating instructions for the steamer are located in the shelf next to the steamer. To avoid steaming mishaps, these directions must be followed carefully. Do not use steamer until you have been trained.
- NEVER allow the water in the steamer to run dry.
- Do not leave the steamer unattended.
- Wear appropriate protective equipment, including heavy heat safe gloves.
- Use extreme caution when setting up the steamer and opening the steamer after use.

Batik & Wax

- **Paraffin Wax is not permitted at CASA.** (Soy, Beeswax are appropriate alternatives)
- Use hot wax in ventilated dye room only. NEVER leave hot wax unattended. NEVER allow wax to smoke.
- Please be mindful when using wax. It can quickly create a mess, which is extremely difficult to clean.
- Leave work space thoroughly cleaned ready for the next user.

Other

- It is advised that you do not work in the studio alone.
- Do not eat or drink in the dye room or where dye processes are taking place. NO FOOD is permitted in dye room, including the fridge.
- You should wear rubber gloves, apron and closed toe shoes when working with dye.
- All solution and containers of powders must be clearly labeled.
- ALL items in the fridge must be clearly labeled with a name, date, and contents.
- Microwaves and Induction Burners must be used in a safe and appropriate manner. Please clean any spills or messes that result.
- Spills must be wiped up and cleaned immediately. Never allow dye spills to dry.
- Sinks must be left completely clean after use. Foreign substances must not go down the drain to avoid clogging or polluting. Corrosive chemicals and dyes cannot be disposed of in the sink and must be removed from the studio in an appropriate and safe container.
- All surfaces and equipment must be left clean.
- Personal tools, dyes, and chemicals must be stored appropriately in lockers or fridge. (name, date, contents label)
- Be considerate of those working in the weaving space as it is open to both areas.

We ask that you generally use a cautious and careful attitude in the CASA Textile Studio. Keeping it in good, clean condition is mandatory. Failure to do so will result in loss of access to the space. Help each other keep a high standard of cleanliness and safety.