

## **Policies and Procedures for Using the Local Cloth Studio**

408 Depot St suite 100

### **Local Cloth Studio Opening and Closing Policy**

**Access to the building** – Access to the studio is through the back door. You will be given a 4 digit code to get in. Please make sure the door is closed firmly when you leave, it requires a sturdy push. If you have opened the front door or side door make sure it is also locked before you leave.

**Studio Lights** – there are 3 studio light switches located on the right hand wall as you enter the studio from the back door.

\*\*\*When you are closing turn off ALL lights and lock ALL doors

### **Parking**

There is some street parking located in front of the building and a parking lot across the street.

### **Contacts:**

Beth Sellars – Local Cloth Studio Coordinator – (336)202-9457

Judi Jetson – Local Cloth Executive Director/Chairman – 828-407-0678

### **What to do in an emergency?**

Stay calm and assess the situation. Call one of the contacts listed above (depending on day and time), call 911 if it is a true medical or fire emergency. The address to the studio is 408 Depot St, Suite 100 Asheville. We have a first aid kit to treat minor cuts, burns, and eye wash to clean out any chemicals and dyes. There are 4 fire extinguishers: one in the kitchen, one by the bathroom, one by the side door and one in the dye kitchen.

### **Dye Safety**

Food and dyes don't mix. Please keep all food and open beverages away from the immediate dyeing area and in the designated food area of the studio. Masks and gloves are required while dyes and chemicals are in powder form, and recommended at all other times. Know the chemicals you are working with and the recommended safety protocol. There are printed dye safety guidelines posted around the studio.

We have SDS (Safety Data Sheets) available for most chemicals that will be used in a dye studio, located near the first aid kit.

### **Tools and Equipment**

- **Induction burners** – Induction burners use 90% of the energy of a regular stove, fast boil, safe due to no open flame, easy to clean – Instructions, settings, and trouble-shooting posted on the wall behind the induction burner stations. Use proper cookware with the burners, check the pots by testing the bottom of a pot with a magnet. If the magnet sticks, it is safe to use. After turning the burners off, wait for the fan to stop humming in

order to unplug and put away. Make sure to clean all dyes that may have gotten on the burner surface.

- **Scales** – We have 2 triple beam balance scales and 1 digital scale. Make sure to put down wetted newspaper under your scales when measuring dyes and powders, and clean off the scales after use. We have plastic weigh boats available for measuring the dyes.
- **Washer and dryer** – Keep track of when you put items in the washer and dryer, as not to leave them in there. Clean out washer basin and dryer lint trap after each use.
- **Sink** – The sink has a valve in the middle which allows to switch between the water coming out of the faucets and the spray nozzle. When turning off the water, always make sure that the water is actually being turned off and not just in spray nozzle mode. The emergency water shut off valves are located to the right of the washing machine. Remember to wash out all dye residue from the sink after each use, including along the drain boards. Do not let fiber, plant material, wax and other particles go into the drains, this will clog the sink.

### **General usage**

- **Cleaning** – Leave it like you found it or better. Wipe down all surfaces used, including floors, tables, clothes pins, etc. dyes or other could have spread. We want to make sure that all those who are using the space have a great experience and a clean work space.
- **Laundry** – Hang wet towels to dry, once towels are dry, place in the laundry bin until wash day. If you are using the space and come in to find towels drying, please just go ahead and place all these towels into the laundry bin.