**Monitoring – Fall 2017**

Gregory cell: 707.671.3972 Bridget cell: 925.708.1753

General Monitor Procedures:

We should welcome and treat all OS members, new and old, in a friendly and hospitable manner. Check each member into the studio – on the sign-up sheet. If someone comes into OS, is not on the sheet, but says they have paid for OS, add their name to the bottom of the page. Gregory will follow up.

Walk through the glaze studio once or twice during your session. See if anyone needs helps or friendly correction on proper use of glazes and equipment. Check if work or messes have been left behind. If so, maybe the offender is still in the studio and can clean up so you don’t have to.

The studio should be clean before the next shift or class.

Visitors: Greet all visitors to the studio. Assess their interest, give a class schedule, offer a studio tour, etc, as appropriate. Children are welcome, but they should hold the hand of the adult they are with. Visitors shouldn’t be walking through the studio by themselves, but they are welcome to simply look at the display cases or observe.

Saturday and Sunday 7:00 pm ending shifts: lock the front door with key; be sure all other doors are shut and locked, stools need to be turned upside down on tables, turn off lights.

Bathroom Requests: The studio bathroom is not for public use. If you get questions for a bathroom, direct folks to the bathrooms on the outside of the building, next to parking lot and/or the community center. Occasionally, jewelry studio participants will come through the studio to use the bathroom - this is fine.

Air Conditioning: This is the the protocol given by the City engineers about maintaining the AC units in the studio:

1. The thermostats are now set to turn on the units at 70 degrees versus 76; they are on an automatic program from the hours of 7:30 am-10:30 pm each day.

2. The machines will kick on around 8:30 am and should keep the facility 20-25 degrees cooler than the outside environment; if it is 100 degrees outside it will be 75-80 degrees in the facility.

3. The exhaust fans in the rafters should be left OFF from the hours of 9am-9pm; essentially when the sun is up.

4. We can try the wall fans to circulate the cool air, but there is a chance they could draw down the hot air in the rafters. They may not be needed.

5.The doors should remain closed; the kiln room door can remain open occasionally to de-pressurize the space from the new air being pumped in.

Facility Issues:

- If there is a true emergency with safety at risk (e.g., fire) call 911.

- If the issue is non-urgent and can wait until the next business day (e.g., Cink not working or something else broken), email Gregory (byard@communityarts.org) and deal with the issue as appropriate (e.g., put an "out of order" sign on the Cink).

- If there is some kind of threat or concern outside of the studio (e.g., threatening person), call the Walnut Creek Police phone number posted by the telephone.

- If there is a facility issue that needs immediate attention (e.g., the studio door handle has fallen off), call Gregory. He has now committed to being available during Open Studio hours for facility issues; Gregory will determine the severity and will contact the Walnut Creek Facility responsible party. If you do not reach him within 10 minutes, you can call me and I have a back-up phone number. Once you have made contact with Gregory, you are no longer responsible for the studio. Even if you reach Gregory, I'd appreciate it if you also let me know what's going on, just so I can be aware.

- If we get a request for use of some part of the studio (e.g. electricity or bathroom) from someone affiliated with Walnut Creek Arts & Rec, you should allow it as we are all part of the same umbrella department of Walnut Creek. If we get a request from an independent and separate group, we cannot allow use of the facility or its resources.

Timing of OS use:

- There've been some questions about when students can come into the studio for a class that follows Open Studio. Obviously, if they are OS members, they can come in at any time. But, if they are not OS members, they should wait outside until about 5 minutes before class. If they come in before class, they can get ready for class, but cannot begin to work or use up any resources (e.g. table space if it is busy). No beginning to glaze, no throwing on wheel, no wedging, etc. Just getting tools out and setting them down or looking for bisque or glazed work, etc.

- Conversely, if OS follows a class, OS members should not come into the studio before class is over and OS has begun. If for some reason you make the judgement to allow folks in (weather is miserable outside would be an example), again, no work and no impact on the instruction given by the teacher. It is not uncommon for a teacher to still be providing instruction up to the end of the class.

- If you have any concerns, questions, or issues with OS, or an OS member, please come to me first and then I will discuss with Gregory. This will allow me to understand what's going on, will prevent Gregory being bogged down with many people coming to him, and will give us both a chance to work together. We are not trying to keep anyone out of the loop, just want to handle in the most equitable fashion. (This is Gregory’s preferred method to address concerns.)