



## **Drying Guideline**

This guideline is to cover the leaving of projects out for the purpose of glue up and drying of paint etc.

Project drying is only to be done only in the following designated areas:

- The Paint Booth
- The table at the rear of the woodshop
- The Classroom (when booked)
- The Craftorium (excluding weeding table)
- The main table in the Fab Shop
- The Clayspace and Kiln Room in designated areas as per additional guidance

When a project is left for the purpose of drying a Drying Tag must be left and filled out completely with the following:

- Name
- Contact information
- Date left
- Time and date when it can be moved

The drying tag must be left in a conspicuous place that ties it with the applicable items. Tags will be stored close to appropriate drying areas.

Members may move dry Items to a safe nearby conspicuous place or leave a note with the location after the "safe to move" day and time if they need to make use of the area for any reason.

Projects are left to dry at the sole risk of the member. Drying items must not interfere unduly with the function of the space they are left in. Members who leave an item drying are responsible for protecting it from disturbance dust etc.

A member should remove their items from the drying area as soon as possible.

Members must not knowingly harm or interfere with drying items and should take reasonable steps to avoid damaging drying items.