**Start of Class:**

1) Check back counter for good clay.

2) If clay is needed, get a block from the clay boxes (W7). Drop the block onto the ground a few times to break it up. Place the new block on the counter.

3) Be sure clay wire cutters are hanging/visible.

4) If there are random glazes, tools, or brushes on the back counter please return them to their proper location.

5) Place the clay trap in the sink drain.

**End of Class:**

1) Be sure all tools/glazes are stored properly in kiln room. Hang cutting tools from nail above clay bags.

2) Use dustpan/brush to clean clay crumbs off counter.

3) Be sure bags of clay are tightly closed on back counter.

4) Turn scrap/recycled clay into a block by slamming it on counter or on floor.

5) On the last week day: wipe back counter down with wet sponge & replace butcher paper on counter. Replace the counter paper if it's messy.