

Kiln Policy, NEISD

The following guidelines must be followed when operating kilns in NEISD schools:

1. Kilns must be turned on for firing (not drying) no later than **7:30 AM**. Suggestion: load the kilns the night before.
2. Kilns may not be left on after you leave the campus for the day. **ALL kilns must have the breaker cut off or be unplugged** before leaving campus.
3. Kilns may not be used with a “pre-firing” (or drying) timed setting. Ceramic objects should be loaded when completely dry or loaded in the kiln during the leather-hard stage to finish air-drying in the kiln.
4. Kilns may not be used with a “cool down” timed setting.
5. You must check to see if all exhaust fans are working prior to firing. If exhaust is not working, do not fire. Call for repairs first.
6. Electronic kilns must be periodically checked during firing to make sure all is operating correctly.
7. Kiln-sitter kilns must be fired for 2 hours on the low setting (check periodically), 2 hours on medium setting (check periodically), and the remainder of the time on high setting (should be 4 more hours at Cone 05 – check periodically).
8. Fire kilns with top plug out for the first of the firing process.
9. NOTHING should be close to your kiln while firing. Only metal shelving should be in a kiln closet, but not too close. No combustibles should be there at all (paper, chemicals, wooden shelving, etc.).
10. Know where your fire extinguisher is.
11. Do not attempt or carry out kiln repairs yourself. Call Analisa Shinn.

If there are any problems with your kilns, contact Analisa Shinn immediately – 210-407-0356 (office), 210-219-5190 (cell), ashinn@neisd.net. I will contact the kiln repairman or our district facilities people in the case of an exhaust fan. My department pays for kiln repairs. Your campus or the district must cover the cost of facility repairs (like the exhaust fans and vents).

We have a kiln repairman for the district: Robert West rwest1@sbcglobal.net 210-846-3129

We have an NEISD facility person for kiln closets and exhaust fan: Mike Markley
rmarkl@neisd.net

REMEMBER – You must have the work done through me, so make sure you call me first!

Link to **TEACHER KILN AGREEMENT FORM**:

Due by Sept 1.

https://docs.google.com/forms/d/1LXaUDp2EwDiQxNORoo_BF4NhJsIJ3d71SVer2--nm44/edit?usp=sharing