

Kiln Protocol June 2023 WIP

Each Kiln must have a log of firings posted on the kiln room door. See attached example.

Date	Teacher	Firing start time	Ant. Max. Temp (cone)	Ant. Firing length	200 dg Drop	Custodial Verified Temp	Custodian Initials
5/11	West	8:00 am	Cone 05 1944	7 hrs	9:08	878	DC
5/15	West	8:00 am	Cone 05 1911	7 hrs	4:45	1305	DC
5/17	West	8:00 am	Cone 05 1911	7 hrs	9:30	1134	DC
5/19	West	8:00 am	Cone 05 1911	7 hrs	7:20	570	DC
	West	8:00 am	Cone 05 1911	7 hrs			
	West	8:00 am	Cone 05 1911	7 hrs			
	West	8:00 am	Cone 05 1911	7 hrs			
	West	8:00 am	Cone 05 1911	7 hrs			

Kiln usage sequence:

Teacher should notify building AP by email three days prior to firing.

AP to submit work order in SchoolDude to the craft "Special Projects" and assign to Schroeder, Marshall with at least three days prior to kiln firing.

On Kiln Log, teacher should note:

- Date
- Teacher Name
- Firing start time
- Cone Level (Anticipated maximum firing temperature)
- Anticipated Length of Firing

Teacher must remain in building with kiln throughout the firing cycle. No overnight or weekend firings are permitted.

The firing cycle is over when the elements stop heating the kiln and the cooling cycle begins. Teacher must note on firing log the time and temperature after cooling cycle begins.

Teacher should remain with kiln until temperature has dropped 200 degrees from maximum firing temperature.

Teacher should note time and temperature on firing log when 200-degree drop has been achieved.

Teacher should place "Kiln Cooling" Sign on door of Kiln Room, and close door to kiln room.

Custodial verification process:

The work order submitted by campus for kiln firing will be assigned to Custodial supervisor.

The custodial supervisor will open door of kiln room to visually verify declining temperature based on last recorded temperature on log found on outside of kiln room door before they leave for the evening. Custodial supervisor should note the time and temperature on the firing log and on the work, order then return the door to the position they found it.

If a kiln has not lowered in temperature, the custodial supervisor must immediately notify their Custodial Coordinator or Assistant Coordinator who will contact the Director or Assistant Director of Maintenance and Custodial who will contact building administration. In the event the kiln room door is found open, kiln temperature is rising from the last logged temperature, or if temperature has not decreased from last logged temperature, custodial supervisor will take pictures and attach to work order.

At no time should any Maintenance and Custodial staff unplug or touch a kiln during the firing or cooling cycle.

When kilns are found operating for which the campus did not submit a work order for the firing or the kiln temperature is found to be rising with no teacher present on campus, the Director, or Assistant Director of Maintenance and Custodial will contact the campus principal. The campus principal should arrange for the teacher or another campus staff member to come to campus and manage the kiln. If the Director or Assistant Director of Maintenance and Custodial are not able to reach the campus principal, the Performing Arts Director and Assistant Superintendent of Operation will be contacted for assistance to resolve the matter.

Maintenance and Custodial staff will not shut off the kiln. It will be the campus and or the Director of Performing Arts responsibility to manage the operation of the kiln and the kiln temperature after contact is made until deemed safe to not pose potential damage to the district facility.

Please direct any questions about this process to  
Mr. Marshall Schroeder  
Mr. Chris McCord  
Dr. Bob Horton