

Member Artist's

Name: _____ Member

Artist's Email: _____

Member Artist's Phone

Number: _____

Orientation

Date: _____

Studio

Manager: _____

Fiber Studio Use Criteria Checklist for Sewing:

- Can identify sewing machine parts
- Can use power supply and foot pedal
- Can control speed of machine (speed control slider position)
- Knows the purpose of the 6 machine operating buttons
- Understands the Function Keys and what can be selected
- Must understand the importance of not changing tension adjustment
- Can identify the presser foot lifter and change the foot
- Understanding needle stop position, up or down and why
- Knows how to properly thread the sewing machine
- Knows how to load the bobbin and put the bobbin properly in its place
- Knows the basics of sewing and can work independently without instruction

Checklist for Accessory Equipment

- Knowledgeable in the correct use of accessory feet for quilting and sewing
- Knows where each accessory foot belongs
- Knows that Fiber Studio scissors are for cutting fabric only
- Proper & safe use of rotary cutters
- Knows the location of specialized rulers and grids
- Knows where the instruction guides are kept

Safety in the Studio

- Remembers to turn off machines when not in use.
- Remembers to unplug and safely put away any equipment that may be a fire hazard (irons, burners, hair dryers)
- Agrees to wear footwear and to secure loose clothing and hair while using studio equipment.
- Must use appropriate safety protocols for their materials (i.e. correct iron setting for fiber type)

Sharing a Studio

- Please dispose of all trash, clean up the floor and sewing tables after use
- Please leave sinks clean and empty
- Must leave the work space and tools as clean as they found them
- Put away all tools in properly labeled areas (boxes, drawers, bins)
- Clean-up any medium (dyes, fiber paints, etc) spills immediately so the floor does not stain
- Stores all projects on assigned shelf space unless special arrangements have been made with the Studio Manager.
- Agrees to help maintain a respectful and welcoming community atmosphere at the Dairy Barn and in the Fiber Studio for all of our Member Artists, Students, Visitors and Guests of all ages.

To learn the use of this equipment and enjoy the use of the Fiber studio, please contact Ann, the Fiber Studio Manager for a full orientation.

Member Artist's Signature:

Studio Manager's

Signature: _____

In the future, we will have spinning wheels and looms and a similar worksheet will be made for the use of this equipment too.