

Material Disclosure and Dropoff Checklist

Safety and intake record | Version 2026-07-19

Complete one copy for each materially different clay body or unusual group. Attach it to the firing ticket or bring it with the work.

Work and material disclosure

Customer / studio name	
Ticket reference	
Clay body and maker	
Requested firing range / cone	
Glaze or surface materials	
Repairs, metal, glass, organics, inclusions	
Prior firings or unknown details	

Safe dropoff checklist

- ☐ Work is stable and safe to lift and transport.
- ☐ Pieces are padded so they cannot touch each other or the container.
- ☐ Handles, thin attachments, and fragile edges are supported.
- ☐ The bottom is clean where each piece meets the kiln shelf.
- ☐ Clay, glaze, repairs, inclusions, and prior firings are accurately disclosed.
- ☐ Unknown or unusual materials are clearly flagged for staff review.
- ☐ I will use only the confirmed private access instructions.

Acknowledgment

Signature	
Date	

I confirm these disclosures are accurate to the best of my knowledge. Studio staff makes the final safety, compatibility, loading, and acceptance decisions.