



Vanilla Ink Studios Limited  
Mercat House, 19 Argyle Court, Hidden Lane, 1103 Argyle Street, Glasgow, G3 8ND

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# HANDBOOK

A guide to all you need to know in The Vanilla Ink Workshop

**Address:**

Mercat House, 19 Argyle Court, Hidden Lane, 1103 Argyle Street, Glasgow, G3 8ND

**Access:**

Access for members is granted when either Scott and I are in the workshop. You do not have keys to the studio and so it means that there needs to be someone in whilst you work. Vanilla Ink is based in the Hidden Lane (they don't call it hidden for no reason), you will find us in Mercat House in the yellow building.

**Phone Numbers:**

Kate's Numbers - 07834983711 / 0141 239 5382  
Scott's Number - 07468422972 / 01335 303029  
Vanilla Ink - 0141 248 6461

**Computer:**

Feel free to switch on the Vanilla Ink computer for access to music and the internet if needed. We also have photoshop, illustrator and indesign if you need it.

User - Vanilla Inkers  
Password - vanillainkstudios

**Wi-Fi**

Network - plusnet-5JM  
Password - GetMeInVanillaInk

**Vanilla Ink membership opening times:**

Mon - 10-6  
Tues - 10-9  
Wed - 10-6  
Thur - 10-9  
Fri - 10-6  
Sat - Every last Saturday of the month & on request  
Sun - On request

**Parking:**

There is no parking in the Hidden Lane but there is ample parking on the streets around the Hidden Lane, free parking on Saturdays. Be aware that Argyle Street is 30mins only.

**Vanilla Ink:**

Vanilla Ink now has two spaces within the hidden lane. Vanilla Ink Studio and Vanilla Ink Jewellery School. Your membership allows you space in the Vanilla Ink Jewellery School where each bench

has access to a pendant motor, sievert torch and gas, daylight light and hand tools. This means you can have access to our tools but please feel free to bring your own if you are more comfortable.

You can also have access to the studio should you need access to the kiln, fly press and computer/printer.

Please use the school accordingly and tidy up/clean after your use. Put everything back where you got it. Please use it as if it were your own and look after the tools and equipment that you use. There is no storage at Vanilla Ink so please bring what you need each time you are working at Vanilla Ink. The membership grants you access to equipment and tools but consumables are your own responsibility and will not be provided by Vanilla Ink. This includes;

Solder, Flux, wet and dry, drill bits, lighter fuel (if borrowing our blow torches always re-fill with your lighter fluid) and pendant motor tools. Please bring your own to work with.

The studio has a printer but please be respectful and contribute to ink and paper costs by putting 15p in the honesty pot next to the computer per A4 sheet.

The pickle in the school only needs to heat up for half an hour and then unplug it as it is quite powerful. This should stay hot for a few hours and should it need heated again, plug it in and wait for it to boil.

The pickle in the studio is a slow cooker and should always be kept on low so not to boil dry. Please top up both pickles with water if needs be.

#### **Kitchenette:**

You are entitled to use the kitchenette where you can help yourself to tea and coffee, it can be found in the school. Every now and then you can contribute by buying milk, tea/coffee for the communal kitchen if needs be. Please be respectful to the other tenants and clean up after yourself.

#### **Classes:**

Vanilla Ink run classes in the school, when classes are on you are welcome to hot desk the studio instead. These will be populated in the schedulista calendar.

#### **Insurance:**

We really urge you to get your own insurance, this should include public liability insurance and contents insurance. We don't offer any protection against your tools or materials, they are wholly your own responsibility. You can find insurance through the Scottish Artist Union membership for as little as £3 per month but you may want to add contents on top of that.

#### **Tools:**

Vanilla Ink's tools are communal they include (all tools are marked);

Fly Press  
Pillar Drill  
Anvil  
x3 Rolling Mills (x2 precious metals, x1 base metals found in the studio)  
Vice  
Kiln  
Barrel Polisher with two barrels  
Pickle (slow cooker)  
Pickle  
Pickle Powder  
Grinder  
Polishing Motor  
Various Polishing mops  
Doming Blocks  
Various Doming Punches  
Circle Cutters  
Various Letter Stamps (1.5mm, 2.5mm, 3mm)  
Various Number Stamps (1.5mm, 3mm)

Various textured stamps  
Various Bangle Mandrels (including children's)  
Various Ring Mandrels  
Ring sizer sticks  
Ring sizer loops  
Small Mandrels (x1 round, x1 oval)  
Pendant Motors  
Sievert Torches  
Propane Gas  
Various torch heads  
Digital Callipers  
Brass Brushes  
Bristle brush  
Rawhide mallets  
Leather mallets  
Textured hammers  
Jobbing hammers  
Repousse Hammers  
Planishing hammers  
Cross Pein Hammer  
Ball Pein Hammer  
Various Books (technique and business)  
Mac Desktop  
B&W printer  
Drawbench  
Various draw plates  
Guillotine

#### **How To:**

Sievert torch - Turn the propane gas on then turn the gas head and light. To change the torch head use the spanner and release the head, make sure you tighten the new head on with the spanner. ALWAYS turn the gas off at both the head and the propane.

Pickle - When the pickle is spent (you will notice it is not working so great) pour down the sink with lots of water and replace with warm water. Coat the bottom of the cooker with a light covering of the pickle powder and add the warm water.

Barrell - If the barrel is looking grubby change the water and barrel brite. Pour the solution down the sink with lots of cold water to flush it. Rinse the shot using the sieve and pour the shot back in along with cold water just an inch above the shot and half a teaspoon of barrel brite.

Kiln - It is an electric kiln, plug it in and set the temperature. DO NOT under any circumstances place a fire brick in the kiln only use the metal gauzes. Always use UV eye protection and have long hair tied back. Use the insulated gloves and the fork to retrieve your work and place on the middle bench to cool.

Polishing motor and mops - please use the relevant mops to polish - they are all marked with what they should be used with. Safety goggles, mask and long hair tied back at all times.