

## **General Operations**

# **Guidelines and Safety Rules**

## **Production Studio D1387**

- 1) The Studio Safety Workshop is required for authorization in order to access the Production Studio.
  
- 2) Bookings can be made in person with a FMSA technician or by filling out a request form found at [fmsasupport.ecuad.ca](http://fmsasupport.ecuad.ca). A calendar of current bookings can be found at <http://fmsasupport.ecuad.ca/calendars/>
  
- 3) You may not let others use your booked studio time or “piggy-back” on your time without being approved and booked by a FMSA tech. You may lose your access immediately if you donate your time to others.
  
- 4) No food or drink is permitted in the Studio.
  
- 5) The studio is to be left absolutely clean by the end of your session. All studio equipment including lights, scaffolding and tools must be returned to their proper place. Cables must be coiled and hung on the hooks provided. Sets must be dismantled and returned to their place. Everything you bring into the studio including all props, production equipment and personal items should be removed. The floors should be left clean. Please sweep and mop as necessary.
  
- 6) It is your responsibility to inform others of the rules and regulations on the use of the studio.
  
- 7) Damages and misuse will result in fines and loss of privileges

## **Open Flames, Smoke, Fire, etc**

- 8) No open flames or fires are permitted in the Production Studio D1387.

## **Curtains**

- 9) No objects are to be leaned against any of the curtains.
- 10) No items or objects are to be hidden behind any of the curtains.
- 11) Do not open doors that push against the curtains.
- 12) If any painting is taking place in the studio all curtains are to be moved far away from the painting area.

## **Lights & Lighting Grid**

- 13) Only students who have attended the Studio Safety Workshop may use the scaffold and move or adjust lights on the lighting grid.
- 14) All lights on the grid need safety straps on them at all times.
- 15) No one is to stand below lights that are being adjusted on the grid.
- 16) A safety harness must be worn when working on the scaffold. A maximum of two people may be on the scaffold at any time.
- 17) A hard hat must be worn at all times while using or working around the scaffold.
- 18) Before climbing the scaffold at least two main casters must be locked.
- 19) It is recommended that you follow Worksafe BC and PPE (personal protective equipment) by wearing proper footwear and safety equipment ie. ear plugs , eye goggles and safety footwear when working in the studio.
- 20) No items other than our studio lighting gear with safety straps may be hung on the lighting grid without prior approval from the FMSA Technician. This rule applies to lights brought in from Media Resources, external rentals, etc.

21) All outside equipment used in university's facilities must be CSA approved and have silkscreen logos on the equipment.

22) Keep all lights away from the curtains. Do not point lights directly at the curtain at close range.

23) Lights must be returned to their default arrangement at the end of your booking.

### **Construction of Sets and Painting the Set**

24) A floor plan and layout of the proposed set must be provided to the FMSA Technician at the time of booking the studio.

25) Construction of sets must be done in the appropriate ECUAD Studios.

26) Bringing in or using materials that raise or cause dust is strictly forbidden.

27) The studio floor cannot be painted. When painting sets, you must protect the floor with plastic or paper to avoid spills. See a FMSA technician if you need to discuss how to have a coloured floor.

28) Use of power tools beyond drills require approval from a FMSA technician in order to address safety and associated matters.

29) No oil-based paints may be brought in or used in the area. Water-based paint is fine.

30) Spray painting is not allowed as it may activate fire alarms and can contaminate the curtains.

## **Breaking down the set**

31) Any nails, staples and/or screws must be removed from all flats immediately after you are finished and before they are put away. Any edge taping on the flats (painted masking tape seams) must be removed.

## **Props**

32) A complete prop list must be provided to the FMSA Technician at the time of booking the studio.

33) All props for your work (large or small) should be brought in shortly before your production. The FMSA Technician should be informed about the items before they are brought in and they should be labeled with your name.

34) When finished, all props are to be entirely removed from D1387, D1383 (Green Room) and the Student Lounge.

35) All props stored in our area with no name or identity and/or not cleared through the FMSA technician will be considered junk and will be disposed.

36) Use of any fake weapons must be pre-approved. If you are contemplating using fake weapons, on or off campus, please consult with ECUAD well in advance.

## **Greenscreen**

37) Please use the dry mop to clean the floor under the green screen before pulling down the screen

38) No shoes are allowed when standing on the green screen

## **Access and use of studio D1387, D1383 (Green Room) and the student lounge**

39) All doors in and out of the studio and the lounge must be clear from obstructions for fire safety and for access in and out. This applies to both sides of the doors and at all times.

## **Security and Electrical Concerns**

40) Never leave the back door unattended. Security of the studio is your responsibility during your the duration of your booking.

41) Security number is 1-604-844-3838 (direct line). Emergency phones (Local 3838) are located in the hallways, near Stairway B.

42) Fire extinguishers are located in D1381 hallway, just outside the Production Studio door. Fire alarms are located by Stairway B and East entrance doorway.

43) Please refer to the electrical map for details on electrical outlets and circuits. If you flip a breaker during your shoot, it is your responsibility to call the JCI helpdesk at 1-844-617-4699 who will assist with resetting the breaker.