

Guidelines and Safety Rules

Production Studio D1387

1) The Electric/LX (Studio Orientation I) Workshop is required to book the Production Studio.

2) Bookings can be made by submitting a request form at 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 booked by a FMSA tech. You may lose your access immediately if you donate your time to others.

4) Food and drink is permitted. Any spills or messes must be cleaned up immediately.

5) The studio must be reset by the end of your session. All equipment should be returned to its proper place. The equipment closet should be organized following the signage inside. Sets should be dismantled and any wooden flats reset. Everything you bring into the studio including all props, production equipment and personal items should be removed. The floors should be left clean. Sweep and mop as necessary. Give yourself extra time in your booking to complete this.

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 loss of privileges.

Open Flames

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

Overhead Curtains

- 9) Due to the risk of damage, avoid leaning objects against any of the curtains.
- 10) Use caution when opening the studio closet door when the curtain is in use.
- 11) If painting is taking place in the studio, all curtains should be moved far away from the painting area. If any curtains are damaged by paint, alert one of the technicians.

Lighting Grid

- 12) Only students who have attended the Electric/LX (Studio Orientation I) Workshop may move or adjust lights on the lighting grid. This requires arranging a time with a technician and booking a scissor lift to access the grid.
- 13) All lights on the grid need safety chains on them at all times.
- 14) Do not stand below lights that are being adjusted on the grid.
- 15) A safety harness must be worn when working on a scissor lift raised above 10ft. A maximum of two people may be on a scissor lift at any one time.
- 16) Steel-toed footwear is strongly recommended when working in the studio.
- 17) Nothing other than studio lighting gear with safety chains should be hung on the lighting grid without approval from the FMSA Technician. This applies to lights brought in from Media Resources, external rentals, etc.
- 18) All outside equipment used in university's facilities must be CSA approved. This can be determined by the presence of the CSA approval logo.
- 19) Due to the risk of a fire, leave some distance between lights and the curtains. Avoid pointing lights directly at the curtains up-close.
- 20) Lights must be wrapped correctly and returned to their default arrangement at the end of your booking.

Construction of Sets and Painting the Set

- 21) A floor plan and layout of the proposed set should be provided to the FMSA Technician at the time of booking the studio.
- 22) Construction of sets must be done in the appropriate ECUAD Studios.
- 23) Bringing in or using materials that raise or cause dust is strictly forbidden.
- 24) 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.
- 25) Use of power tools beyond drills require approval from a FMSA technician in order to address safety and associated matters.
- 26) No oil-based paints may be brought in or used in the area. Water-based paint is fine.
- 27) Spray painting is not allowed as it may activate fire alarms and can contaminate the curtains.

Breaking Down the Set

- 28) 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

- 29) A complete prop list should be provided to the FMSA Technician at the time of booking the studio.
- 30) All props for your work (large or small) should be brought in shortly before your production. The FMSA Technician should be informed about any stored items before they are brought in and they should be labeled with your name.

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

32) All props stored in our area with no name or identity and/or not cleared through the FMISA technician will be considered liable to disposal.

33) Use of any weapons must be pre-approved. If your production requires the use of weapons, whether filming on or off campus, please consult with ECUAD well in advance.

Green Screen

34) To reduce wear and tear on the screen, use the dry mop to clean the floor under the green screen before pulling down the screen.

35) If the screen rips during use or has become too dirty, alert a technician.

Access and Use of Studio D1387, D1383 (Green Room) and the Student Lounge

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

Security and Electrical Concerns

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

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

39) Fire extinguishers are located in the D1381 hallway, just outside the Production Studio door. Fire alarms are located near Stairway B by Mini-Loafe.

40) 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. They will assist with resetting the breaker.

Car Usage

45) The use of vehicles in the studio for filming is permitted. When you book the studio, notify a technician of your plan.

46) Before moving the vehicle into the studio, check below the car for any oil, brake, or transmission fluid leaks. If any leaks are found, do not use the vehicle in the Production Studio.

47) When opening the Production Studio doors, use sandbags to brace them in place. A single gust of wind can easily swing the doors closed and damage the vehicle.

48) Do not drive the vehicle into the studio. Shift into neutral, and push the vehicle into position inside the studio. Set the parking brake when in the vehicle's final position.

49) Due to the risk of carbon monoxide buildup, do not turn on the engine or idle while entering or exiting the Production Studio.

50) Leave the studio doors open for at least fifteen minutes to properly ventilate the studio.

51) If any fluid leaks develop, alert a technician right away. If no technicians are on-campus, alert campus security.

52) After pushing the car from the studio, sweep the floors to remove any dirt, debris, and/or tire marks.

Smoke Machine Usage

53) Only glycerine-based fog fluid is safe to use in the studio. Dry ice cannot be used due to the risk of carbon dioxide buildup.

54) Alert a technician and campus security of your plans when booking the studio.

55) Use the exterior door to ventilate the studio, not the interior door.

56) Lung and airway irritation from the fog is common. Take constant breaks and cease fog use if serious discomfort develops.