

PRODUCTION POLICY

Memo No. 18

Revised June 1996

SCENE SHOP GUIDELINES

The Scene Shop is a laboratory that is used to teach the practical skills required to build and paint scenery. The primary users of this facility are the students and staff of the School of Drama. The work done in the shop is primarily for the productions produced by the School of Drama. Any and all other uses are of a secondary priority.

- All work in the shop shall be done in a safe manner.
- You must wear eye protection when you are using or assisting with the use of any power tool. Examples of such tools are the table saw, grinder, and router.
- Do not wear clothing that is likely to catch in a power tool.
- Wear a dust mask when high concentrations of dust or paint are in the air.
- Wear ear protection for operating high sound level power tools.
- Store flammable liquids in proper metal containers and fireproof cabinets. Dispose of flammable liquids in an appropriate container. Do not pour flammable liquids down the drain or into trash containers.
- Use protective gloves and clothing when using solvents, paints, stains, and other toxic substances.
- Wear a respirator type mask when spraying with all oil, lacquer, or acetone base paints.
- Use proper ventilation when working with any toxic substance. The spray paint booth is available.
- Make sure all ladders and climbing devices are secure before using them.
- Do not work on ladders or other high places when you are alone.
- Clean and sweep all work areas when you are finished working.
- Return all tools and equipment to the proper storage place.
- Advise the shop staff immediately of any malfunctioning equipment or unsafe conditions in the shop.
- Keep paths to exits, electric panels, and fire extinguishers clear at all times.
- Acquaint yourself with the location, operation, and type of all fire extinguishers in the shop buildings.
- Do not store scenery against loading doors.
- Any questions concerning proper procedures should be directed to the faculty or staff.
- Smoking is not allowed in any University facility.
- All flats shall be back painted in order to flameproof them.
- Tuck long hair under a hat or tie it back to prevent it from being caught in power tools.
- Shoes shall be worn in the shop and during strikes at all times. Soft soled shoes are easily penetrated by nails and other sharp objects. Hard soled shoes should be worn.
- Power tools should not be used when you are in a theatre or shop alone.
- The shop truck is not to be used for personal business. A valid Washington State driver's license is required to drive the truck. Shop use for non-production projects must be cleared beforehand.

- Keys will be issued on an "as needed" basis. They shall be returned promptly.
- Personal tools should be marked with an identifying mark. No one is required to loan personal tools.
- The primary purpose of the shop is to teach the skills of scenery construction and painting. All students are encouraged to request instruction and help from the faculty and staff at any time.

The only "dumb" question is the one left unasked.

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Production Policy Memo #18, first issued circa 1983.

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