General Rules and Etiquette

• Make safety your number one priority.
• Food is allowed in Studio B, but should be kept in the Northwest corner of the studio.
• Never prop Studio B doors open, and make sure that the doors close all the way and lock when you leave.
• Only Studio B Safety-Certified members (Passed IIPP test and attended Studio B orientation) may handle Studio B equipment.
• Studio B Safety-Certified members of production groups are responsible for uncertified members. Uncertified members may not be left unsupervised in the space.
• All Studio B Safety-Certified members must be dressed appropriately for production work: Rubber-soled shoes; no open-toed shoes, no loose clothing, long hair should be tied back.
• Keep fire-lanes and doorways clear; always leave an unobstructed path towards exits.
• Classes and production groups must return chairs before leaving; do not leave chairs out.
• Clean up thoroughly after each class or production.
• Failure to follow safety Rules and Protocol can result in loss of Studio B privileges.

Lighting/Electrical Safety and Protocol:

• Maximum Circuit Load: 2000 watts. Number of Circuits: 3
• Only plug lighting instruments into the three 20 amp surge protectors, which correspond to circuits FF, EE, and GG (as indicated on the wall plugs)
• Don’t connect lighting instruments into AC wall outlets.
• DO NOT plug lights into the FF (rear) circuit when using the green screen lights; they share the same circuit

Lighting Boom Safety

• Lighting Booms require 2 people to operate, with each person spotting each end of the boom; top and bottom when moving in and out of storage, and front and rear of boom when moving into position.
• Take care to avoid accidental strikes by, or striking of, the boom arm and mounted instrument.
• Once in position, lock the feet in place, or sandbag, to keep stand securely in place.
• Safe storage position for instrument-less boom is with boom counterweight sandbag placed at its lowest point.
• Never remove the sandbag counterweights or the orange stand weights; and never loosen or attempt to readjust the boom’s fixed balance point.

Green Screen Usage

• Please avoid marking green screen (i.e. “marking” actors spots with tape, etc.)
• Do not step on the curve of the green screen.
• The protective floor covering may be removed; be sure to roll-up using the large PVC pipe. It will take at least two persons to move safely. If you are unsure how to do this, please consult the IIPP Studio B training module
• Please remove shoes and walk on the green screen with clean socks only to avoid scuffing up the green screen paint on the floor.
Striking and Clean Up

- Allow 30 to 45 minutes for thorough Clean Up.
- All Studio B equipment must be returned to its designated storage space.
- Any additional (non-Studio B) equipment and/or props used during production must be removed.
- Trash must be taken out of Studio B; do not leave refuse in the garbage cans.
- Complete and sign the Clean-Up Checklist posted.

Report a Problem

**During Regular Business Hours:**

F&DM Operations

Communications 137

Contact Information

Technical Director: Chris Cain 459-2348

Checkout Lab Specialist Woody Carroll 459-4062

**After Hours and Weekends:**

Emergencies: 911

Non-Emergencies Dispatch 459-4861

Email: fdmoperations@ucsc.edu