General Rules and Etiquette

- Make safety your number one priority.
- No food or drink allowed inside Studio B.
- Never prop Studio B doors open.
- 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.

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 or stored in one of the dedicated storage lockers.
• 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 Said 459-2348
Checkout Lab Specialist Woody Carroll 459-4062

_After Hours and Weekends:_

Emergencies 911
Non-Emergencies Dispatch 459-4861

Email: fdmoperations@ucsc.edu