Electrics Shop

The Electrics Shop is organized to simulate a professional lighting rental shop. This is for the benefit of all involved and provides a realistic representation of what is expected in the professional stage lighting community.

To this end, the following guidelines have been established:

I. Shop Hours:

The Electric Shop is open MW 3-6, TR 1-6, F 2-6 and during Hang and Focus calls as scheduled for shows (Typically MW 3-6, 7-11, TR 1-6, 7-11, F 2-6)

The schedule for the Shop and the Large Light Lab are all managed by the Shop Foreman and approved by the Faculty Electrics Supervisor.

Special access time to the LX-Shop can be made with approval from the Lighting Faculty and arrangements with the Shop Foreman. It is recommended that these arrangements be made well in advance.

Tools and repaired or diagnostic equipment should be cleaned up every day and a quick sweep done and trash taken out. Every Friday the shop, booths, dimmer room, and theatre will be thoroughly cleaned. The time necessary for weekly clean-up will be determined by the Shop Foreman. All work in the shop will cease and all crews present will participate in weekly clean up.

II. Shop Rules:

- No cell phone use during crew hours. Exceptions may be made for emergencies and usage as a remote for the lighting or sound console. Violation of this rule will result in confiscation of the phone until the end of the call, potential dismissal for the day, and loss of hours. Students attending crew for class that violate this policy will be given a tardy and a warning for the first offense. Each following offense will constitute an absence. Student staff violating this policy will be warned and further violations will result in disciplinary action at the discretion of
the Faculty Electrics supervisor, up to and including D&P Probation and termination of staff appointment.

- All tools removed from roadboxes or carts must be signed out and checked back in. Crew will not be dismissed until all equipment is checked back in.
- Do not under any circumstances work on live circuits.
- Student staff and crew students are expected to come to crew with the required tools and equipment listed below under 'shop equipment'
- No equipment may be borrowed or removed from the shop or the theatre for any reason without prior approval of the Faculty Electrics Supervisor.
- No food or drink near any electronic equipment or in the theatre.
- Follow all best safety practices in the theatre and the shop
- Follow all usage guidelines as listed throughout the D&P handbook
- Personal and Crew Time Sheets:
  Time sheets should be kept for all crew members. Time sheets should be generated ahead of time indicating the anticipated schedule for each person and then updated daily to indicate the actual time spent. Time sheets should be constantly maintained and show the number of hours worked each week by each member of the crew along with the average number of hours worked each week. At the end of the production, the time sheet can be used to evaluate how accurate we are in anticipating the time needed to complete specific tasks. Of particular importance is that crew members should not be required to work hours above and beyond the hours indicated by their production credit load. As a general guideline, students in production courses should expect 45 hours of crew work per credit hour per semester. It is the responsibility of each student to plan with their crew supervisor to ensure they adhere to these weekly limits as much as possible.

III. CLEAN-UP PROCEDURES:

- Cleanup should be called with 30 minutes remaining in the call, longer on Fridays.
- Return all tools and equipment to their designated storage locations
- Shut down all lighting and sound systems as appropriate
- Remove any trash from shop and theatres to appropriate receptacles
- Sweep shop and any other workspaces used during the call. Sweep top down, outside in.
- Take any full trash cans out to the dumpster
• Turn off all lights in shop and theatre (if last crew out). Setup ghost light.
• Lock all exterior shop and theatre doors.
• Check out with Faculty Electrics Supervisor.
• No crew present at end of day should be dismissed until cleanup is complete. If crew is dismissed before cleanup is completed properly, the Shop Foreman and/or Master Electrician will be held accountable for completing any remaining clean up.

IV. SAFETY PROCEDURES:

• For safety reasons, no student should work in any shop or theatre alone. No exceptions. No student may work in any shop unless there is a D & P Faculty member on campus and the student has arranged approval with the faculty member on campus and the supervisor for the shop they are working in. Students found in violation of this policy will be asked to shut down their work and leave immediately. Repeat violations of this policy are grounds for failure of production classes, placement on D&P probation, and removal from the program.
• Closed toed, rubber soled shoes should be worn at all times.
• Long hair should be tied back, avoid baggy clothes or dangling jewelry.

V. SHOP EQUIPMENT:

REQUIRED STUDENT EQUIPMENT:
Stage Lighting (THEA 3003) Crew Students:
• 6”-8” Adjustable (‘Crescent’) Wrench
• Black and Silver Sharpies

Lighting/Sound Focused D&P Students and Staff:
• 6”-8” Adjustable (‘Crescent’) Wrench
• Black and Silver Sharpies
• #2 Phillips and Slotted Screwdriver
• 25’ or longer tape measure
• Wire Strippers
• Diagonal Cutting Pliers
• Matt Knife (Box Cutter)
• Cable & Lamp Testers and/or Digital Multimeter
• Scale Rule
• Pencil
• Tool bag to keep it all in
Recommended: Needlenose Pliers, Soldering Iron w/Solder, Flux, and Sucker

PULLING A SHOP ORDER (SHOW PACKAGE):

Master Electricians may pull shop orders after the Shop Foreman receives an approved “Shop Order” from the Master Electrician and schedules time in the shop for the equipment to be pulled. A signed and approved shop order must be submitted to the Shop Foreman before any package may be pulled. It is recommended that shop orders be submitted with as much lead-time as possible to assure equipment availability. The Faculty Electrics Supervisor will establish shop pull dates for every show package. These dates should be observed unless the ME has made other arrangements with the Supervisor.

The ME is responsible for calling their crew and arranging labor with the Faculty Electrics Supervisor.

The Master Electrician and his/her crew will pull the package to a staging area, where the Shop Staff will “approve” the pull. All units’ lamps must actually be tested and illuminated before being set in the staging area. Once “approved” the Shop Staff will sign off on the equipment checked out.

A Shop Order will be filled out, and signed by both the Master Electrician and the Faculty Electrics Supervisor. The Master Electrician is held accountable for the condition and the return of all equipment signed out to him or her.

PULLING A SHOP ORDER (LAB/WORKSHOP PACKAGES):

An Equipment Request Form must be submitted to the shop foreman before any equipment may be pulled, forms are available in the shop. Upon the shop foreman's approval, equipment may be pulled and tested. Production needs have priority over lab requests for equipment. Again, all equipment leaving the shop is assumed to be in acceptable working condition, and must be returned in the same condition.

The person signing out a Lab Order is responsible for the condition and timely return of all equipment signed out to them. Equipment returned late or broken will affect the production grade of the student responsible. Please consult the guidelines for lab use and workshop productions for further information.
LAMPING:

All units in the shop have a maximum wattage rating to prevent damage to the lenses, housing, and reflectors. Units are stored on the racks with a standard lamp per unit type (i.e. 6X9's @ 750W, 1KAF Fresnels at 1000W). It is permissible to "lamp down" from the standard as per design requirements, but it is the responsibility of the Master Electrician to restore units so adjusted to their standard lamp type before they can be checked in. Check with the shop for lamp availability. Specify on your Shop Order how your instruments are to be lamped. Units leave the shop with a working lamp and are to be returned with a working lamp.

Burnout lamps must be returned to the shop to obtain replacements. It is advisable to request spares for each lamp type in a show package (maximum of 2 per type). The Master Electrician is responsible for the return of all lamps checked out to their show package, including spares and lamps, which have burned out.

COLOR & TEMPLATES:

It is the Master Electrician's responsibility to obtain color and templates for the show package. Mainstage and Storybook shows have priority access to the cut color stock. Workshop Performances and Dance Concerts may pull from the cut color and template stocks only with the approval of the Faculty Electrics supervisor. Color may be pulled from sheet color stock; however, it is the Master Electrician's responsibility to inform the shop of sheet color needs in the shop order for the show. (See Master Electrician job description) Following strike the Master Electrician or their crew will file stock templates and cut color.

CONSUMABLES:

There is a limited supply of consumables (Tape, Fog Juice, etc.) available from the shop. MEs must have consumables included in their “Shop Order.” Empty containers and tape cores must be returned to get replacements. Lost supplies will only be replaced at the discretion of the Faculty Electrics Supervisor. The Master Electrician is responsible for overseeing all consumables usage on a show. For workshops or lab usage that doesn’t have a Master Electrician, consumables will be distributed by the Shop Foreman at the discretion of the Faculty Electrics Supervisor.

EQUIPMENT RETURN:
All equipment signed out from the Electric Shop must be accounted for upon the return of an order. Equipment is to be returned in acceptable working condition. Accessories such as safety chains, color frames, and template holders should be packaged in the same manner in which they were received (i.e. bundles of 10, etc.). Cable should be neatly coiled and tied. Upon return, a member of the shop staff will sign in Show Packages. The Shop Foreman will bench focus, clean, repair and/or examine all equipment upon return. The ME will not re-stock equipment in the shop; once the equipment enters the shop upon return, the Shop Foreman is responsible for the return. Class Projects and Lab Orders are to be put away by those who signed the equipment out. The Master Electrician or the person who signed the equipment out will be held accountable via class grade or fined for anything missing or damaged in their order.

VI. ASSOCIATED SPACES AND THEIR GUIDELINES:

MCGINNIS DIMMER ROOM

STUDIO THEATRE DIMMER ROOM

THE LABS

There are two light labs, the smaller scale model light lab located in Messick 110 and the larger moving light lab located in the LX Shop. The LX Shop staff is responsible for the 2 labs being maintained for class usage. Any need to use a Light Lab for any purpose outside of class must be approved by the Lighting Faculty.

The Large Lab (Moving Light Lab in Shop)
Functions:
• Classroom for demonstrations and projects.
• Shop prep overflow.
• Design concept, color-testing laboratory.
• A schedule will be posted every term by the Shop Foreman blocking off project due dates and the reserved time for classroom presentations. The classroom uses of the lab have priority over all other needs.
• The lab may be used or reserved for other purposes with the clearance of the Faculty Electrics Supervisor.
• Regardless of the purpose or use of the lab it must be restored to original standard condition at the conclusion of the project. There are no exceptions to this rule.
• At the end of the school year all personal materials will be removed from the labs and shop prior to or on the last day of final exams. No exceptions.
• No equipment should be added to or removed from the lab without the approval of the Faculty Electrics Supervisor

The Small Lab (Messick 110)
Functions:
• Primarily designed for color experimentation and the lighting of scale scenic models
• No changes to the configuration of the console should be made without the approval of the Faculty Electrics Supervisor
• No equipment should be added to or removed from the lab without the approval of the Faculty Electrics Supervisor
• Class usage for scenic and lighting students takes priority over all other uses of the lab.
• Lab is designed for one time usage - students should plan to make a setup and photograph as needed and then restore the lab to original standard condition. Projects should not be left setup in the lab overnight without prior approval from the Faculty Electrics Supervisor.

PLEASE NOTE!
All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. No student will receive a grade in THEA 1111-4444 until this document has been signed, signifying that they have read and understand the current year’s handbook.