Design and Production Student Handbook
Section 11: PROPERTIES

PROPERTIES SHOP

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

To this end, the following guidelines have been established.

I. SHOP HOURS:

SCHEDULE:
CREW HOURS are MTWRF 9 am - noon and 1 - 5 pm

See bulletin board outside Prop shop for class times in the Prop Shop.

II. SHOP RULES:

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.

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.

PROP CHECKOUT:

The Prop Shop Foreman or Faculty Supervisor will coordinate checking out all props that go out of our storage for productions. Appointments are required and must be made at least 24 hours in advance. Props may only be checked out during weekdays.

The hours of operation of the Prop Shop are posted outside the shop and are subject to change.

USE OF PROP SHOP:

1. The Faculty Prop Master must approve any use of the shop other than class or crew sessions.

2. With the exception of class projects any personal projects being built in any shop must be approved by Design and Production Faculty. No projects for external organizations or for pay may utilize Design and Production Facilities at ECU with express written consent of the Director of the School of Theatre and Dance and the Faculty Supervisor for that shop.

3. Scheduled classes and crew take priority over all other activities in the Prop Shop.

CREW:

1. Crewmembers will report promptly to the Faculty or Student Prop Master at the beginning of each crew period. Tardiness and absence will be subject to the D&P General Rules.
2. All crew schedules will be sent via email and posted outside the Prop Shop.
3. Additional or extra crew calls will be posted on the electronic callboard and/or via email.
4. The first crew call of every term will be posted 48 hours ahead of time. This gives everyone time to see it. It is the responsibility of every student to check their email and/or the callboard on a regular basis to get their schedule.
5. Once you have received the first call, you will be required to show up for regular crew hours for the remainder of the term, until the Faculty or Student Prop Master releases
If you are assigned to the Prop Shop, you are assigned as a Prop Master, Assistant Prop Master or Property Artisan. This means that you are working on the assigned show/s in the shop.

6. See the D&P General Rules for complete crew guidelines.

III. CLEAN-UP PROCEDURES:

Daily Clean-up will be called 1/2 hour before the end of crew each day with all tools and supplies stored in cabinets, trash emptied, and worktables, stationary tools, and floor swept clean.

Final show strike and cleanup should happen as soon after the closing of a show as possible and should be organized by the show’s Prop Master. Make sure all props are returned to their rightful/assigned storage. This should be a complete clean-up of the shop, storage areas, refrigerator, microwave and lumber storage. All work tables must cleared and swept. As part of Prop strike for every show, make sure all tools and equipment in the shops and the theatres are accounted. Report malfunctioning or missing equipment to the Faculty Supervisor.

If you are the last to leave, turn off all lights and fans and make sure all outside doors are locked.

IV. SAFETY PROCEDURES:

- Smoking is prohibited in the prop shop, as it is a state facility and complies with the ECU Smoking Policy. Smoking is not permitted within 25 feet of any exterior door or air intake.
- In the event of a fire alarm, the building will be evacuated, the prop shop will evacuate to the back of the Prop shop building until such time as a person of authority gives an “all clear”.
- Operation of any tool or vehicle is prohibited while under the influence of alcohol, non-prescription drugs, and certain prescription drugs. To operate any state vehicle, shop truck included, you must fill out a driver verification form and be approved to drive. See procedures and rules in Section 4: Motor Vehicles.
- Eye protection is required for the operation of all power and pneumatic tools, and most hand tools.
- Ear protection is recommended when noise levels rise above a comfortable level. Use discretion.
• Use of a dust mask (particle type) is recommended during operation of certain tools. Use discretion.
• Use of a respirator (cartridge type) is recommended when working with some materials. Use discretion and read warning labels.
• Shoes will be worn at all times in the Prop Shop. Work boots or safety shoes are recommended. Sandals, heels and Flip Flops are not considered shoes in this shop and you will not be permitted to work wearing them
• Unsafe work practices and unsafe operation of equipment will not be allowed and may result in expulsion from the Prop Shop.
• Long hair is required to be pulled back and secured for operation of power equipment.
• Very loose clothing and certain jewelry (bracelets, pendant earrings, long necklaces, and large rings) will not be worn when operating power equipment.
• Flammable materials will be stored in the flammables cabinet and will be apportioned in as small a quantity as possible for use.
• Complete cleanup of the work area is required after each work session, class, or crew period.
• Toxic waste and materials will be turned over to the person supervising the work session or class for appropriate disposal. (NOT the sink!!!) We have a specific canister to dispose of all toxic liquid waste.
• Do not use any tool unless you understand its operation and have been checked out.
• Pressure treated lumber should be avoided at all costs and only used in rare cases with the approval of the Faculty Props Supervisor.
• Due to the respiratory and eye irritant qualities and health risks of some materials the listed materials are not allowed to be used inside the Prop Shop: Spray paint, polyurethane, oil based paint or stain.(if you are not sure, ask).
• See that the facilities and equipment in the shops and the theatres are accounted for at the end of each work session. Report malfunctioning or missing equipment to the Faculty Supervisor immediately. Make sure at the end of each work period all props are returned to your assigned storage, even projects in progress. The Prop Shop is used as classroom space as well. Make sure that all tools are put away and locked up, dust collection system and trash cans are emptied, and doors secured. Keep in mind that the security of all our production spaces and their contents is a responsibility that is shared by every Property student.

If you are unsure about any tools safe operation, DO NOT USE that tool until you have received additional qualified assistance.
IN CASE OF ACCIDENT OR INJURY IN THE PROP SHOP:

If you have an accident in a school facility, notify Campus Police (dial 911 from a campus phone). Report your location, or that of the injured person, and administer first aid until a campus police officer instructs you as to what further treatment is necessary.

Additionally, as soon as possible, you should report the accident to the Faculty Supervisor. You will have to fill out an accident report for Environmental Health and Safety within 24 hours of your injury.

During office hours you should get medical attention for all but life threatening injuries from Student Health Services. If your injuries occur when the Student Health Services is closed you should seek medical attention at the nearest facility available to you. If it is an emergency, dial 911 or seek care at Vidant Medical Center's emergency department. If it is not an emergency, call our main phone line at (252) 328-6841 and you will be connected with a free, 24 hour nurse line that can help give you advice about your issue.

REMEMBER: The school does not pay medical bills if you are hurt. All expenses you incur must be covered by your personal insurance. If you are on the Student Health Insurance Program (SHIP) you must be referred by Health Services or request a walkout form to submit your own claim. ECU only submits insurance claims for costs incurred at Student Health Services.

Any injury involving the smallest amount of blood will have an accident report form filed. Make sure you clean up any blood utilizing current biohazard protocol.

V. SHOP EQUIPMENT:

All students involved in the Prop Shop are required to have as a minimum the following tools at every call

» One pair of safety glasses
» Some type of hearing protection
» One pair of work gloves
» One cartridge type, fitted respirator with chemical and dust filters
» One Architect's scale ruler
» One 16-foot tape measure
» Pencils
» One Cordless drill
» One sixteen-ounce claw hammer
» One #2 Phillips screwdriver
» One #2 Square Head driver
» One 3/16" flat blade screwdriver » One pair of pliers
» One pair of end cutting nippers » One 8-inch crescent wrench
» One utility (matte) knife
» One Combination Square
» One pair of scissors
» One basic set of drill bits (8 piece - 1/8" to 3/8")
» One container to keep it all in

Additional tools for property majors will be suggested as each student progresses through each year of their education.

FACILITIES AND EQUIPMENT:

1. Abuse of the prop shop facility and/or equipment will not be tolerated. Individuals found stealing or abusing school facilities and/or equipment will be dealt with in accordance with the ECU Student Code of Conduct, and will find themselves in jeopardy of being allowed to continue in the program.

2. For your own safety - DO NOT use a tool that a faculty member has not properly instructed you on its use.

3. Power tools and their "run-off" tables and extensions will not be used as work surfaces other than for their intended use.

4. Any tool or implement marked as or generally known as belonging to the Prop Shop will not leave the Prop Shop under any circumstance without being first signed out and approved by the Faculty Prop Master or Faculty Supervisor.

5. Any tool found to be in need of repair will be given to the Faculty Supervisor to be repaired or replaced.

6. Clean up will be called one half hour before the end of crew. All tools and supplies should be put away, floor swept, and trash emptied.
7. Each show will be assigned an area for show storage, and at the end of crew all projects must be returned to that area.
8. The toaster oven, microwave, and refrigerator are there for show and personal use. Do not abuse this privilege or it will be revoked (i.e. leaving the microwave a mess or food in the refrigerator to take on a life of its own).
9. Spray painting and hazardous materials shall be confined to outside the Prop Shop and must be used with proper safety precautions in place. Any solvent or toxic sprays should not be used within 25' of a doorway or air intake (follow the smoking policy).
10. At the end of each crew or work session, the person supervising the Prop Shop at that time will make sure that all doors are locked and lights turned off.
11. Pets or animals of any kind have no place in the classroom or shop and are not permitted.

PROP STORAGE CHECKOUT:
• Props will only be checked out during the hours determined and posted by the Property Inventory Manager.
• Stage managers will be responsible for rehearsal props, and must have pulled items approved for rehearsal use by the Property Inventory Manager.
• Any prop for a workshop or Directing project that is taken from any of the Prop Storage Areas must be checked out through the Faculty Prop Supervisor or Prop Master. The person checking out the prop/s will also be responsible for returning them and putting them away by the due date. Any prop needed for a mainstage show rehearsal that is not available in storage and is determined to be necessary for the rehearsal process by the Director or Prop Supervisor will be purchased or constructed in a timely fashion. Whenever possible the Prop Supervisor will provide a “dofer” prop for rehearsal until the show prop is available. Any prop needed for a workshop or Directing Project that is not available from Prop Storage will not be purchased by the Prop Area. These props will be the financial responsibility of those working on the workshop or Directing Project. Further, not props for a workshop or Directing Project will be built or painted in the Prop Shop without prior authorization by the Faculty Prop Supervisor.
• All NCSA shows have priority; however, props must be tagged so that we do not agree to lend them out to other organizations.

PROP BORROWING INFORMATION FOR STAGE MANAGERS:
• Prop hours are Monday through Friday 9 am - 12 pm and 1 - 5 pm. [see posted hours].
• Appointments should be made 24 hours in advance.
• Rehearsal props will be pulled by Faculty Prop Supervisor or Prop Master and crew. All props will be pulled in a timely fashion. The Faculty Prop Supervisor or Prop Master will communicate with the Stage Manager regarding what the props are and when they will be available.
• Prop additions decided upon at a rehearsal can be obtained the next day unless otherwise discussed with the Stage Manager/Director
• Props that do not become show props should be returned no later than first tech.
• Some furniture (specifically Period or borrowed/rented furniture) is restricted to show use only and may only be taken for rehearsal at the Faculty Prop Supervisor’s discretion.
• If you sign for props, you are responsible for those props. Any props that are damaged or stolen will be repaired or replaced to the satisfaction of the Faculty Prop Supervisor.
• Props should be locked up or stored in a secure area every night. Do not leave any props or furniture left out in any rehearsal space.

VI. ASSOCIATED SPACES AND THEIR GUIDELINES:
● The Prop Storage space for the Archie Burnette Studio Theatre includes a cabinet for storing hand props and a small space for storing furniture. All furniture should be stored so that no door, including the electrical door, is blocked. The prop cabinet and both doors to the closet must be locked after every rehearsal. It is the responsibility of the Stage Manager to make sure no props from their assigned show are left in the storage space, but the Prop Master for that show must also check the day after the show moves out of the Studio Theatre. It is important that we work together to maintain all of our storage spaces.
● The Prop Storage space for Messick 206 is a small closet located on the East wall of the classroom. Contact the Faculty Prop Supervisor for the lock combination. Any items that are too large to store in the closet may be stored just outside the closet in the classroom. Be sure to clearly label the prop and what show it is for so no one will remove it from 206. It is the responsibility of the Stage Manager to make sure no props from their assigned show are left in the storage space, but the Prop Master for that show must also check the day after the show moves out of Messick 206. It is important that we work together to maintain all of our storage spaces.
● The Prop Storage Area for McGinnis Theatre is located back stage left under the stairs to the room. The key to this cabinet is located in the key box in the Prop shop. You must sign it out with the Faculty Prop Supervisor. Furniture or large props that do not fit in the cabinet will be stored onstage right and left.

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.