SCENE SHOP

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

To this end, the following guidelines have been established.

I. SHOP HOURS:

PRODUCTION HOURS are M-F 1:00 PM to 6:00 PM and T-Th 7:00 PM to 10:00 PM. Any change to these crew hours requires the approval of the Faculty Technical Director.

II. SHOP RULES:

The Scenic Construction Staff consist of: Student Technical Director, Assistant Technical Director, Master Carpenter, Shop Foreman, and Shop Assistants. If you hold one of these positions, and can’t make a call, please find a member of the Scenic Construction Staff to cover your duties during the missed call and inform the Faculty Technical Director.

Use of the Scene Shop fits into 4 categories: Production Work, Classroom Projects, Outside Projects, and Personal Projects.

Regardless of category, all use of the Scene Shop must be approved and scheduled with appropriate notice. Please see paragraphs below for specifics. These guidelines are not meant to restrict anybody, but to facilitate the management of the Scene Shop. Mainstage productions will take precedence over all other projects, if you do not have permission to work in the shop during a specific crew call, you will be asked to leave. No one is to work in the scene shop or on stage without a Faculty D & P member on campus and them knowing that you are working in the space.

- PRODUCTION WORK:

The Faculty Technical Director must approve any construction drawings BEFORE any work commences. All Scene Shop production work will need to be scheduled by the Student Technical Director or designee with the Faculty Technical Director.
A member of the Scenic Construction Staff will be available during normal production hours to supervise access to the Scene Shop. For production work that requires access outside of normal crew hours the Production Technical Director will arrange for access with a Faculty D & P member after receiving approval from their Faculty Technical Director.

All crew calls will be posted on the Scene Shop callboard as well as emailed to each individual crew member.

Crewmembers will report promptly to the Master Carpenter at the beginning of each crew period. The Master Carpenter will call role at the beginning of each call. Tardiness and absence will negatively impact final Crew grades.

For liability and safety reasons, at least two people will need to be in the Scene Shop at all times. No student will work in the Scene Shop alone; even to “just make one cut”. No exceptions.

- CLASSROOM PROJECTS:

The teacher of record must have approved any construction drawings or techniques to be attempted. Class related work may occur during regular crew hours. The Shop Foreman will be available during these times to supervise access to the shop.

Some shops may be open for additional hours to allow students to execute class projects. See individual shop rules for specifics, or contact the faculty member(s) responsible for the areas in question.

- OUTSIDE PROJECTS:

Any use of the D&P facilities, equipment or shops for production work outside of D&P by any entity, whether for hire, contract or by other divisions of the school for any events may only take place with the written authorization of the Director of the School of Theatre and Dance

- PERSONAL PROJECTS:

All of the D&P Shops are maintained for educational purposes and to support ECU productions. The shop facilities may not be used for personal projects by any ECU faculty, staff or student without the prior approval of the faculty member responsible for the supervision of that facility.
Due to reasons of safety, liability, and potential misuse/abuse of equipment, any violation of any of these rules governing unsupervised shop access will result in loss of shop privileges.

Abuse of the Scene 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 be in jeopardy of not being allowed to continue in the program.

Any anticipated deliveries, pickups, or storage of equipment in the Scene Shop and/or loading docks should be coordinated with the Shop Foreman. Place a copy of the PO/paperwork for deliveries or pickups in the Technical Director’s office.

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

Any tool or implement marked as or generally known as belonging to the Scene Shop will not leave the Scene Shop under any circumstance without being first signed out under long term tool sign-out and approved in advance by the Shop Foreman.

Any tool found to be in need of repair will be tagged (with your name, date, time, and symptom), and reported to the Shop Foreman and/or Technical Director.

At the end of each crew or work session, the person supervising the Scene Shop at that time will perform the "Clean-up" as posted.

Scenery should be stored in locations designated by the Shop Foreman or Technical Director and should not intrude upon the basic walkways of the Scene Shop.

STORAGE OF PERSONAL AND CLASS ITEMS:

The D&P Scene Shop is not to be used for long term storage of personal items, road boxes excepted. The Scene Shop will provide storage lockers to THEA 1111-4444 Scenic Technology students. This storage is for required tools and other such items. See the Technical Director for more information.
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:

- Thirty minutes before the end of call, Shop Foreman will turn off music and call "CLEAN UP"
- Secure all tools, hardware, and materials in their assigned storage area.
- Verify against tool checkout and repair logs the location of all tools.
- Clean and vacuum all saws, run off tables, and construction tables of sawdust and debris.
- Perform a "corner to corner" sweep and vacuum of the Scene Shop floor.
- Once a week, the shop will be cleaned with sweeping compound.
- Empty all trashcans into the dumpster. DO NOT FILL DUMPSTER ABOVE ITS TOP! If our dumpster is full, start filling dumpster behind Electric’s shop. If that dumpster is full, take remaining trash to dumpster behind Studio Theatre.
- Check that scrap racks are neat.
- Turn off lights.
- Check that locks are secure on all doors.

TD’s and MC’s will check in with the Shop Foreman prior to dismissing their crews. The Shop Foreman will dismiss all crews in order to insure satisfactory Shop tool and facility cleanup and lockup.
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.
• Eye protection is required while in the Scene Shop during crew hours, or at any other time that work is being performed. Normal prescription eyewear will not qualify unless rated for impact and equipped with side shields.
• Smoking is prohibited in the Scene Shop, as it is a state facility and complies with the ECU Smoking Policy.
• In the event of a fire alarm, the building will be evacuated until such time as a person of authority gives an “all clear”. Please move at least 100’ from the building.
• Operation of any tool or vehicle is prohibited while under the influence alcohol, non-prescription drugs and certain prescription drugs.
• Ear protection is recommended when noise levels rise above a comfortable level. Use discretion.
• Use of a N-95 dust mask (particle type) is recommended during operation of certain tools. Use discretion. Disposable versions are available.
• Use of a respirator (cartridge type) is recommended when working with some materials. Use discretion, read warning labels and refer to MSDS information if additional information is required.
• Use of disposable gloves is recommended when working with organic solvents. These are available, please ask the Technical Director.
• Closed toed shoes will be worn at all times in the Scene Shop. Work boots or safety shoes are recommended.
• Sandals are not considered shoes in this Scene Shop.
• Unsafe work practices and unsafe operation of equipment will not be allowed and may result in expulsion from the Scene 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 near operating power equipment.
• Flammable fluids will be stored in an appropriate "flammables" cabinet and will be apportioned in as small a quantity as possible for use.
• Complete clean up 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!)

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 SCENE 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 Technical Director. 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:

Stationary Tools:
• Do not use any of the stationary shop tools unless you have been checked out on them by one of the scenic construction staff.
• Always use the proper safety equipment when using all stationary tools.
• If a tool is not working properly, unplug the tool and inform the Shop Foreman.

Hand Tools:
• All Scene Shop tools must be returned at the end of the call.
• Crew will not be excused until all tools are back in the tool cage.
• Tools needed by other shops must be signed out by the Shop Foreman.
• Do not use any of the hand powered shop tool unless you have been checked out on them by one of the scenic construction staff.
• If a tool is not working properly, take the tool to the Shop Foreman.

Required Hand Tools:

The Scene Shop does not provide certain hand tools. All students involved in Scene Shop crew are required to have available the following tools at every call. Other D&P classes may require additional tools; please check with your instructor. Not having required tools as needed for crew may result in a reduction of your production grade.

All freshman:
• One pair of safety glasses.
• Several pairs of foam-type hearing protectors.
• One pair of work gloves.
• One hard hat
• One cartridge type, fitted respirator with chemical, welding gas and dust filters.
• One nail apron or tool belt
• One Architect's scale ruler.
• One 6" or 8" Crescent wrench.
• One utility (matte) knife.
• One combination square or speed square.
• One 16 foot tape measure (min.).
• One flashlight or head lamp
• One container to keep it all in.
• Lots and lots of pencils.

Scenic Technology sophomores- All of the above, plus:

• One magnetic torpedo level.
• One chalk line.
• One ⅜” and one 7/16” nut driver.
• One pair needle nose pliers.
• One metal drill bit set, up to 1/2" diameter
• One 3/8 drive ratchet with 7/16 and 9/16 sockets
• One 7/16 and 9/16 combination wrench
• One 3/8” chuck cordless screwgun.

Scenic Technology Juniors, Seniors and Grads- All of the above, plus:

• One combination wrench set.
• One back saw or japanese saw.
• One 3/8” drive socket set.
• One carpenter's framing square.
• One set of stair guides.
• One set of eccentric trammel points.
• One set of box chisels with mallet.
• One bevel gauge.
• One "Wonder" pry bar.
• One metal drill bit set, up to 1/2" diameter
• One 7/16 and 9/16 combination wrench

VI. ASSOCIATED SPACES AND THEIR GUIDELINES:

METAL SHOP RULES:

• NO SMOKING, MATCHES, or LIGHTERS in shop due to explosive nature of welding gases.
• Students will have proper clothing for shop work.
• Leather smooth-top work shoes are recommended.
• No tennis shoes are allowed.
• Eye protection will be worn at ALL times in the metal shop.
• Have your respirator handy in case you need to wear it.
• Ear protection is advisable.
• Be dressed and ready to work before classes or crew begins.
• Because of the nature of welding, there is some specialized equipment required.
• Hoods are available, but serious welders will want to buy their own. Everyone must have their own welding gloves and pliers.
• ALL students are responsible for clean-up following class or crews. Welding tables will be ground smooth, all areas swept, trash cans emptied, tools placed in lock-up; gases turned off, no one leaves until clean-up is complete or until OK'd by supervisor.

SCENE SHOP:

• "Breaks" during a shop period will be taken at the discretion of the Shop Foreman.
• No drinks or food will be brought into the shop area.
• No student may work in the Metal Shop outside regular crew hours without permission and no one works in the shop alone.
• No student will leave the area without notifying the supervisor.
• Work on every project (show, Scenic Studio, or other) will not begin in any manner until the Faculty Technical Director approves the working drawings and Bill of Materials.
• Shop equipment and material are for production and classes and not for personal projects; however personal projects are sometimes OK’d.
• Long hair can be dangerous around fire and/or power tools. Students must take precaution for their safety.
• Tools will not be loaned out for any reason. Any tool that needs to go to the other shops or the theatre must be signed out with the Shop Foreman after being approved by Faculty Technical Director.
• Scratches and cuts from metal often get infected. Take these small injuries seriously.
• All accidents will be reported to the shop supervisor immediately. If needed, campus police will handle transporting to emergency facility.
• No student will use a tool until he has been instructed and signed off by a faculty or staff member to operate THAT tool.
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.