

Props & Scenery Store Users Booklet

Location

The Store is located at 60 Dodds St immediately next to the School of Art entrance

Contact Details

Ph 96859368/369

Email: d.reid@vca.unimelb.edu.au

Hours of Operation

Monday and Wednesday 3.00pm – 5.00pm

By appointment only.

Appointments will be made at 15 min intervals to allow suitable supervision.

Borrowing Conditions

Supervision

All borrowing & return will be supervised by the Store Person during store hours. Appointments to borrow or return items outside these hours must be made in advance with the store person or the workshop manager. A charge of \$100.00 for this access will apply at weekends. Weekday access will be by negotiation with the Store Person or the Workshop Lecturer

Reserving Items

Items to be set aside on reserve should be placed on the reserved rack to be collected later. Larger items of furniture and scenery should remain where they are stored and labeled with a reserved label.

Responsibility for Borrowers

Responsibility for items on loan is not transferable.

Borrowers are responsible for safe transport and storage of stock.

Wear and Tear

All borrowers will be responsible for repair or replacement of any items damaged beyond reasonable wear and tear.

Props and Scenery Replacement Costs

Lost or damaged items will be replaced or repaired at the borrowers expense.
Items damaged beyond reasonable repair* will be replaced at the borrowers expense.

* Reasonable repair = cost of labor, materials and administration exceeds 75% of value.
Store staff will determine replacement costs for lost or damaged items at their discretion.

Storage and Stacking

Where props and scenery are not returned in the manner required, borrowers will be contacted to remedy the problem within a negotiated period. Borrowers will be charged for any casual staff costs incurred if this time frame is exceeded.

This includes:

- Scenery returned with nails, staples or other hardware still attached.
- Props not stacked and stored in correct shelves as indicated.
- Drapes not returned clean, correctly folded and stored as indicated.

Storage and Stacking Fees

Re stacking of large furniture and scenery	\$60 per hour
Re storage of props and furniture	\$30 per hour
Repairs / Removal of Hardware	\$30 per hour
Refolding and cleaning of drapes	\$60 per hour

Drape Hire

In addition to the General Conditions Of Loan Or Hire all drapes must be returned...

- Clean and dry in the storage bags or bins provided.
- Folded according to the directions attached to the bags.
- Failure to do so will incur a fee of \$20.00 per drape for refolding.
- Any damage (eg) dirt, paint, holes or burns must be reported to the store person.
- All costs for repairs, cleaning or replacement will be the responsibility of the authorizing school.

Long Term Loans

Long term loans may be negotiated if required.

Overdue Loans

Borrowers will be informed of overdue loans and required to return items in an agreed time frame.

Failure to return items on time may incur a fee at the discretion of the store person

Returns

All returns must be supervised by the store person.

Props And Scenery Handling Procedure

General

Observe all signage.

Observe Keep Clear and Pedestrian Only areas.

Report all hazards or incidents to the supervising staff member.

All items should be returned to their labeled storage location.

Supervision

All borrowing & returns are to be supervised by the store person during store hours

How To Access Stock

Only authorized and licensed staff may operated the reach truck or forklift.

Items stored on the mezzanine are accessed by loading into the designated stillage bin and lowered using the reach truck.

No items are to be carried down the mezzanine stairs

Access to pellet racks is only by reach truck

Do not climb on racking

Do not use ladders to access stock in racks

All other stock is to be accessed from floor level

PPE and other Equipment

Borrowers should provide their own PPE, measuring equipment and tools.

Stacking & Storage

Small 1mt Cube stillage bins must not be higher than 3 high

Small 1mt Cube stillage bins must not wheeled around when stacked more than 2 high

Large 2mt stillage bins must not stacked more than 2 high.

Items stacked on pellets or bulk stacked should be secured with ratchet straps.

Ensure all stacking is secure and stable.

All pellet/stillage/crated stock should be labeled to indicate approx weight and contents.

Manual Handling

Avoid manual handling where practicable.

If unavoidable assess the your capabilities and the task involved.

Ask for assistance if unsure.

General Principals for Manual Handling

1. Think Before you act
2. Clear the path
3. Move in close to the load
4. Place feet shoulder width apart
5. Secure you grip
6. Maintain normal curves of the spine
7. Hold your head upright
8. Power the lift with your legs and body weight not your back
9. Don't twist
10. Use smooth controlled movements

Manual Handling Aids

Hand trolleys dollies and large "Bruce" & "Scotty" are available to assist in moving items within the store. Please ensure your load is secured before transporting around campus.

Team Lifting

Team lifting should be avoided. If this is impractical ensure the following in addition to the General Principals above

- Assess the lift and the type of lift
- Discuss the lift with the team
- Deciding on the number of people needed and where they should be positioned
- Clear the area of potential hazards
- Ensure an adequate number of people are chosen to help in the team
- Ensure that team members are of similar sizes to each other if there is any choice
- Appoint one person to take charge of the operation
- Make sure there is enough space for the handlers to manoeuvre as a group
- Ensure team members know their responsibilities during the lift
- Rehearse the lift include what to do in case of emergency.
- Use a countdown to start the lift, and to call all actions

Loading into the College Truck

Wherever practicable truck loading should be done using the hydraulic tailgate lift or the custom built ramp. Ask staff for advice in safe lifting and handling techniques.

Props And Scenery Storage Policy

General

- The Props & Scenery Lecturer reserves the right to refuse storage of items if space is unavailable or items contravene any of the following criteria.
- The selection of items for storage will be done in consultation with Production Managers based on potential reusability and availability of space.
- All 3D scenery items will be constructed as collapsible or de-mountable units if storage is required
- All other items will be disposed of. Costs for waste removal should be accounted for in show budgets
- Items required for future remounting of productions may require alternative storage arrangements if space is not available in the props and scenery store.
- Items may not be painted or altered in any way without the store person's approval.
- All internal loans require a signed authorization form before borrowing.
- Any damage or loss will be charged to the borrower

Crating and Safe Storage

- Fragile items and items stored for future production remounts will require suitably constructed, secure and sealed crates or containers. In some cases racking or stackable stillage bins will be required to safely store new stock items. Costs associated with the purchase or manufacture of these should be factored into budgets.

Rostra

- All hardware must be removed
- Units considered a manual handling risk will not be stored
- Irregular shaped items will not be stored unless there is a specific future use
- On loan / hire out and return all rostra must be checked for structural damage
- All rostra will be labeled with suggested maximum live load

Lighting Practicals

- All items must be in good condition and deemed to be of practical use for future productions or class work.
- All items must be safety checked and labeled with details of:
 - *Last used date
 - *Production
 - *Electrical safety tagged
- All cables must be wound and taped
- All globes must be removed

Foodstuffs, Medications, Cosmetics and Make Up

- Will not be stored

Stationery and Envelopes

- Blank items will be stored in the props workshop, not the store
- All other items must be in good condition and deemed useable for future productions or class work.

Carpets and Rugs

- Must be vacuumed in a clean dry space
- Any damage must be reported
- Must not be cut without permission of the store person
- Must be returned securely sealed in plastic and labeled with description, size and last date of use
- Painted or damaged carpet will not be stored

Mattresses, Bedding and Soft Furnishings

- Bedding and soft furnishings will not be stored e.g. sheets blankets etc
- All mattresses must be clean, dry and unsoiled
- Painted items will not be stored
- All items must be returned vacuumed, debugged securely sealed in plastic and labeled with description, size and last date of use.

Flats

- Maximum vertical storage is 4.0 mt high x 1.8mt wide
- Maximum horizontal storage is 8.0 mt high x 1.5mt wide
- All hardware must be removed
- Flats will be stored "face to face" and "back to back"

Flammables

- No items displaying a red diamond flammables label will be stored

Painting Wallpapering & Resurfacing

- Only acrylic scene paints are to be used.
- The store person must authorize all painting wallpapering and resurfacing.

Guns & Weapons

- Any weapon requiring registration will be will not be stored. It is a legal requirement that a licensed armourer registers all 'real' guns and provides appropriate secure storage.
- An armourer should be consulted if a firearm is required for performances in order to ensure safe operation and appropriate training is provided.

Theatrical Drapes

Drapes must be returned...

- Clean and dry in the storage bags or bins provided.
- Folded according to the directions attached to the bags (refer 'How to ...fold a drape' directions).
- Failure to do so will incur a fee of \$20.00 per drape for refolding.
- Any damage (e.g.) dirt, paint, holes or burns must be reported to the store person.
- All costs for repairs, cleaning or replacement will be the responsibility of the hirer or authorizing school.

Scaffold Tube & Fittings

- Label all scaffold tube on both ends
- All tube for Lighting Droppers must be drilled and fitted with bolts as "slip stops". (Ref questions to the Workshop staff)
- Long lengths of steel scaffold tube are to be avoided unless in use for curtain track mounts
- Do not store **50mm OD ERW Tube** with scaffold

Code	Length (up to)
Black	1.0m
White	2.0m
Red	3.0m
Green	4.0m
Blue	5.0m
Yellow	6.0m
Purple	6.0m +

- All other tube of different diameters (i.e.) tail battens or curtain battens to be stored in the props and scenery store
- All tube from the Props & Scenery store must be booked out with store staff
- All clips should be counted and marked with fluoro orange paint before removal from the store

Construction Policy

Scenery Construction

- Items for each production will be constructed in one of the following categories:
 - Scenery or props to be used for season and trashed or materials salvaged at the end of the run
 - Scenery or props to be stored for future use (refer storage policy)
 - Scenery or props to be maintained as general stock items at the discretion of the Lecturer in Props and Scenery

All items to be stored for stock must be constructed as de-mountable or folding structures to minimize storage requirements.

Transport Policy

Drivers

- The college truck and twin cab can be booked with Buildings and Services.
- Drivers of the truck require a light truck license.
- Production staff are not available for transport of stock unless directly involved in the construction of the scenery and props for that production. Staff time should be booked with the Workshop Lecturer.

Transport On Campus

- A variety of trolleys and hand trucks are available on request.
Contact the Props store-person or the workshop staff for further information

Packing and Transport

- Items to be transported should be stacked and secured with bubble wrap, paper or felt blankets in the case of larger items.
- No items will be transported unless secure in the truck.
- Delicate or long term storage items should have crates for storage and costs factored into purchase / construction.
- Props should be stored/transported in small containers or boxes e.g. polystyrene covered boxes or plastic crates with lids to reduce manual handling risks.
- All transport boxes, crates and road cases should be clearly labeled with a contents list.
- Road cases and crates should be clearly labeled 'This Way Up' and 'Fragile' if required.
- No items will be transported uncrated unless too large for crates. These items will need secure padded packing directly into the vehicle.
- Staff reserve the right to refuse transport of any item(s) considered unsuitably packed or unsafe.

Load Lists

- Production Managers are responsible for obtaining clear detailed load lists of all items to be transported off campus.
- School of Production staff reserve the right to refuse transport if load lists are incomplete.
- Load lists should include any special information regarding items being loaded e.g. Pyrotechnics, flammable liquids, pressure vessels, chemicals and firearms.