

PRODUCTION & FACILITIES GUIDE

General School
Information



THE UNIVERSITY OF
MELBOURNE

FACULTY OF
VCA &
MCM

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RESOURCES & FACILITIES INFORMATION

VCA Stock Shop (Costume / Props)

38 Dodds Street Southbank

1. The VCA Stock shop offers a selection of costumes and props for use across all disciplines within the VCA, for performances or projects on stage or screen, in art installations and exhibitions, for research and training, and in performing art social circles. The collection is monitored and maintained by members of the Stock Shop staff. The majority of costumes and props kept in Stock shop are available to students, faculty and staff throughout the regular academic year only. There are a number of guidelines that have been implemented to protect the integrity and availability of costumes and props. This document contains all the information that borrowers may need to access and properly utilize the resources offered by Stockshop.
2. Stockshop Staff are not employed to take care of external people assisting on VCA projects whilst in stockshop. For security reasons, VCA students must remain with their people assisting them at all times whilst in stockshop.

Do I need to make an appointment?

1. Although the VCA Stock shop is open Monday to Friday 10am-1pm and 2pm-4pm, our staff are not always available to see students at any time. They may be in another booking, attending meetings, in productions, or conducting other business. Access to Stock shop is by appointment only. Students who have a true emergency will be seen as quickly as possible but non-urgent cases presented without an appointment may have to wait until a staff member is free. This could mean a wait of up to an hour!
2. For your convenience, we strongly urge you to make an appointment in advance. If you have an emergency, try to call us before you arrive, so we can be ready for you. Please keep in mind though; a lack of planning on your part does not constitute an emergency on ours.

How do I make an appointment?

There are 2 ways to make an appointment: Simply go to <https://vcamcmstockshop.youcanbook.me/index.jsp> and view and book your own appointment using any device, making sure to fill out all required fields. You will receive an instant email confirming your booking. Or if you prefer to make an appointment via phone, contact the VCA Stock shop during business hours on 03 9035 9369 (Please be aware that outside these hours, or during busy times, your call is transferred to a voice mail message. One of our friendly staff will contact you at the earliest convenience to book an appointment with you to browse the VCA Stockshop collection).

You are able to book your appointment up to 2 weeks in advance. Available appointment times are limited, so be sure to book.

To change an existing appointment, or to speak to a Stockshop staff member please call 9035 9369 Monday to Friday between 10am - 4pm only. If your appointment is for the same day or very soon, please ensure there is enough time for us to book it for you. We will respond to you by email or call within 24 hours. If your booking was made via the website, and you change your mind with your appointment, you can always reschedule your booking for another time by following the links provided in your confirmation email.

Appointments are in 15 min blocks between 10am-1pm and 2pm-4pm Monday – Friday. There can be no “piggybacking” someone else’s appointment, especially when they have made an effort to make an appointment.

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3 types of appointments:

1. **Browse** – Customers can take a look at our stock and see if there is anything suitable for their production. You are free to look around and take reference photos.
2. **Hire** – The minimum hire period is one day and the maximum hire period is until the end of the project. Some projects are 2 weeks long, others are 4 weeks, but no more than 6 weeks of hire. Please take care of hired items over longer periods because the responsibility is on the hirer in the event of lost, damaged or stolen goods.
3. **Return** – All costumes and props must be returned in person to VCA Stockshop by appointment. It is preferable to us that the person responsible for the costumes during the hire is the person returning them. The washable costumes must be laundered before they come back to us. We allow a couple of days at the end of the hire to facilitate this. The dry cleanable costumes must be dry cleaned by the hirer. No exceptions. A receipt must be provided for items that require dry cleaning as proof of dry cleaning. If you have no intention of cleaning the costumes after they've been worn, please refrain from hiring them. Everyone likes to wear clean clothes, so please think of the next person to hire the costume after you.

Can I put costumes on hold?

1. Due to the size of Stockshop, we are unable to reserve any items for future productions or projects. Costumes and props may not be held as we do not have the facilities to accommodate this.

What do I need to bring?

1. Please download, print and fill in the Loan Request Form on this page (both sides) and bring it with you. Any ideas, sketches, references, cast sizing, all may assist in choosing the correct item. Bring any pictures as inspiration for our team. If you're planning on hiring a considerable amount of stock, please BYO trolleys or bags to transport them as we do not supply them.
2. Personal contact information including student ID, phone number, e-mail address, and discipline/school. Also, the contact information for the director, stage manager or production manager or supervisor for your project. And finally, the Show information including name of the production and closing date.
3. We would respectfully ask that customers arrive promptly - neither too early nor too late - for their appointments. We have quite a limited space for trying on costumes and we aim to give all our customers our best attention and service. For the same reason, we would be grateful if only those people directly involved in hiring the costumes attended the appointment.
4. When making your appointment, please keep in mind that each fitting can take up to 30 minutes, if not longer, as most costumes are individuals and sizes vary from item to item. If more than three people need to hire costumes, please book a double appointment (1 hour).

Late Attendances

1. Please advise our reception staff by calling (03) 9035 9369 if you are running late for an appointment. Students who arrive more than 10 minutes late for their appointment may be required to re-book should availability permit. Missing multiple appointments will result in the loss of Stock shop privileges for the remainder of the semester or the year.

Cancellation Policy

1. Those unable to attend a pre-arranged appointment, please advise our staff by calling (03) 9035 9369 at the earliest possible time. This will allow us to allocate your appointment to another student on our waiting list.

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Damaged or Altered Costumes/Props

1. Borrowers may not alter costumes/props without approval from the Stockshop staff. This includes but is not limited to: cutting, painting, adding to or removing portions of a costume or prop in any way such that the item cannot be restored to its original condition.

Fees and Fines

1. In order for Stockshop to run costume/prop loans effectively for such a large number of students and to protect the integrity and quality of the stock, there are certain fines, fees, and penalties which will be enforced in the event of a violation of loan rules. Stock shop has a penalty system for overdue items to ensure resources are available for all students.
 - 1) Loss of borrowing privileges until the item is returned.
 - 2) Borrowing privileges are restored when overdue items are returned.
 - 3) Overdue and penalty notices are sent as a courtesy only.
 - 4) Borrowers are responsible for the return of items irrespective of the receipt/non receipt of notices.
 - 5) Students will receive notices via email.
 - 6) Any borrower who has items overdue may be invoiced for the cost of the item plus GST and any accrued penalties.
 - 7) Failure to clear an invoice or fines may result in further penalties being applied.
 - 8) Overdue items must be returned and outstanding fines paid or you may incur an encumbrance on your student record causing you to be ineligible to graduate.

Lost item replacement fee \$85.00 per item

1. When an item becomes 30 days overdue, a fee of \$85.00 to replace a lost item will be charged unless the item is returned. The fee consists of \$50.00 replacement fee, and \$35.00 administration fee. If the item is returned, these fees will be withdrawn, but the administration fee of \$35.00 remains payable. An item is deemed lost when it is over 30 days overdue. If an item is replaced within two weeks of paying the lost item replacement costs, the replacement fee will be refunded but not the administration fee. (\$50 is only a minimum. Items which have a higher value, will incur a higher replacement fee)
2. Borrowers will incur a fine for costumes/props that are returned after the scheduled date.
3. Borrowers will incur a fine for costumes/props left in Stockshop. Costumes/props may only be returned during loan hours with a scheduled appointment to a member of staff.
4. Borrowers will incur a fine of \$85 per loan for costume/props that are not returned before the end of the semester in which they were borrowed.
5. Borrowers will be charged multiple fines which may result in losing Costume Loan privileges for the remainder of the semester or year. Stockshop staff reserve the right to deny individuals access to Stockshop at their sole discretion.
6. Borrowers will not be granted subsequent access to Stockshop until all fines are paid and costumes/props are returned.
7. At the end of each semester, a list of borrowers with un-returned costumes/props will be sent to the head of each discipline. The entire school will lose access to Stockshop for the following semester unless all costumes/props are returned.

External Hire

Stockshop offers our VCA Alumni's and current students costume and prop hire for external productions and projects, however fees apply (minimum of \$100) and the range on offer is limited. Hires can only be facilitated during the academic calendar and not during non-teaching periods. For a full brief on the hire procedure, please contact the Stockshop staff.

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Not all props/costumes are available for hire

Footwear is only available to Performing Arts students – Dance, Theatre, Production, and Music Theatre. No exceptions. Same too with hardware; hardware, scaff pipe, flats, braces, road cases, drapes are only available to Performing Arts where there is a Supervisor assigned to the project, or where there's a qualified production student who is competent with the task at hand. No exceptions.

VCA Stockshop emergency procedures

Upon hearing an evacuation tone, prepare for evacuation only.

1. Check for signs of immediate danger.
2. Follow all instructions given by Emergency Wardens, if present.
3. Evacuate via the nearest, safe emergency exit – follow signs.
4. Do not use lifts.
5. Move calmly to the building's emergency assembly point.
6. Remain at assembly point until advised by Emergency Warden or Emergency Services.

Performing Arts Facilities

1. Each studio / venue is equipped with designated equipment for use by staff and students. If you find anything not working properly or any damage to the building, please advise one of the dance staff or your Year Coordinator who will advise the Technical Resources and Facilities Coordinator
2. If you require venue technical specifications for any venue, please contact Naomi Adams (naomi.adams@unimelb.edu.au). An induction and venue handover must be arranged before installing or using any technical equipment within the Venues. Please contact Naomi to arrange a time for this.

VCA & MCM Technical Stockshop

38 Dodds Street Southbank

The VCA Technical Stockshop offers a small selection of sound and lighting equipment for use across all disciplines within the faculty of VCA & MCM, for performance / projects and research and training. The equipment is monitored and maintained by I&O Technical Staff. The equipment is available to students, faculty and staff throughout the *academic year only*. There are a number of guidelines that have been implemented to protect the integrity and availability of equipment and stock. This document contains all the information that borrowers may need to access and properly utilize the resources offered by Stockshop.

Stockshop Staff are not employed to take care of external people assisting on VCA&MCM projects whilst in Stockshop. For security reasons, VCA&MCM students must remain with their people assisting them at all times whilst in Stockshop.

Do I need to make an appointment?

Access to Stockshop is by appointment only OR via your Production Coordinator. The Technical Stockshop has limited opening hour's times. Please follow link <https://vcamcmstocktech.youcanbook.me> to make a booking.

Please note: -THE TECHNICAL STOCKSHOP IS SEPARATE TO COSTUME / PROPS / SET YOU CANNOT MAKE A BOOKING VIA COSTUME / PROPS / SET.

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How do I make an appointment?

Go to <https://vcamcmstocktech.youcanbook.me> to view and book an appointment using any device. Be sure to fill out all required fields. You will receive an instant email confirming your booking.

You are able to book your appointment up to 2 weeks in advance OR via your Production Coordinator.

To change an existing appointment you can reschedule your booking for another time by following the links provided in your confirmation email.

The Stockshop Technician is available on 9035 9348 during opening hours only.

Appointments are in 15 min blocks. Please do not try to tag onto someone else's appointment.

Please note: -THE TECHNICAL STOCKSHOP IS SEPARATE TO COSTUME / PROPS / SET. YOU CANNOT MAKE A BOOKING VIA COSTUME / PROPS / SET.

Hire – The minimum hire period is one day and the maximum hire period is no more than 6 weeks.

Return – All equipment must be returned in person to the Technical Stockshop by appointment OR via your Production Coordinator. It is preferable that the person responsible for the borrow of the equipment is the person returning it.

Please note: -THE TECHNICAL STOCKSHOP IS SEPARATE TO COSTUME / PROPS / SET. YOU CANNOT RETURN YOUR BORROWED EQUIPMENT VIA COSTUME / PROPS / SET.

Can I put equipment on hold?

You will need to make an appointment to see a Stock Shop Technician to discuss your requirements and timelines.

What do I need to bring?

Please bring personal contact information from you, including student ID, phone number, e-mail address, discipline/school and project you are working on. It will also be required that you provide contact information for the stage manager / production Coordinator or supervisor for your project. You will need to provide return dates and book a return appointment using <https://vcamcmstocktech.youcanbook.me> link.

Please arrive promptly for their appointments. We have limited time available. If you have to take multiply items, please bring someone to help or a trolley with you.

Late Attendances

Please advise the technician on 9035 9348 if you are running late for an appointment. Students who arrive more than 10 minutes late for their appointment may be required to re-book should availability permit. Missing multiple appointments will result in the loss of Stock shop privileges for the remainder of the semester or the year.

Cancellation Policy

Those unable to attend a pre-arranged appointment, please cancel your appointment via the links provided in your confirmation email.

This will allow us to allocate your appointment to another student on our waiting list.

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Please note: -THE TECHNICAL STOCKSHOP IS SEPARATE TO COSTUME / PROPS / SET. YOU CANNOT CHANGE YOUR APPOINTMENT TIME VIA COSTUME / PROPS / SET.

Damaged Equipment / Fees and Fines

Broken or damaged items will be costed against your projects budget to repair or replace.

External Hire

The Technical Stockshop is available ONLY for current students working on projects supported by the University of Melbourne's curriculum. Stockshop gear can only be used on the University of Melbourne grounds – it is not available for use off campus.

Performing Arts Facilities

Each studio / venue is equipped with designated equipment for use by staff and students. If you find anything not working properly or any damage to the building, please email Naomi (Technical Resources and Facilities Coordinator) at nladams@unimelb.edu.au If you require venue tech specs, please contact Naomi.

Melbourne Conservatorium of Music - Technical Resources

Southbank Campus:

Equipment Store:

The Equipment store (Room 201) is located off the foyer of the music building (Building 862) accessed via St Kilda Rd.

The store contains a wide variety of audio equipment such as guitar amplifiers, small format mixing consoles, microphones and stands, portable audio recorders, audio interfaces, keyboards, and a range of cables and connectors.

Equipment borrowed from the Facilities Office at Southbank may only be used on the Southbank campus for curriculum related activities unless prior permission is granted. You are responsible for the safety of the equipment and will be liable for any damage or loss incurred whilst the equipment is in your care. You must return all equipment & accessories to the Equipment Store in good working order. Any equipment borrowed for after hours use must be locked up overnight to ensure its safety. You must arrange how this will be done with the Facilities Officer when requesting equipment. At no stage should equipment be left outside the Facilities Store.

Opening hours:

Mon - 10am – 2pm
Tue - 2pm – 5pm
Wed - 10am - 2pm
Thu - By Appointment Only
Fri - 10am – 2pm

Access outside of these hours is by appointment only. Administrative staff located in the music building are unable to assist with equipment hires.

Brian Brown Studio

Refurbished in 2014, the recording studio consists of a dead room, a flexible room, a control room and audio and visual connectivity with the large performance space (113) which can also be used as a large recording space. The recording system consists of a 24x24 ProTools HDX system, a 36 channel Audient

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ASP 8024 recording console, and a Hearback monitor system. There is also a range of outboard processors and an extensive microphone kit, along with a baby grand piano (Yamaha G2). An induction is required prior to use of the space, and only audio engineers approved by the School of Contemporary Music are permitted to operate the equipment.

Production Suite

Located on the third floor of the music building, the Production Suite is designed primarily with audio editing and mixing in mind and consists of a pair of Focal CMS65 monitors for stereo monitoring purposes, a 5.1 Genelec surround sound system for spatialised audio mixing, an iMac with current versions of ProTools, Logic and Ableton, interface, and a variety of analogue synths. This room is bookable for students who have completed an induction. To arrange an induction please contact the Technical Resources and Facilities Coordinator.

Technical Resources and Facilities Coordinator

The Facilities Officer takes care of the technical requirements of the School, including inductions, recording studio bookings, equipment bookings and requirements, provision of technical advice and solution to students and academic staff, and management of installed AV systems throughout the music building.

Contact details are listed below:

James Welch
Technical Resources and Facilities Coordinator
Facilities Office: 9035 9412 (Ext 59412 from an internal line)
Mobile: (Office hrs only): 0402 785 469
Email: welchj@unimelb.edu.au

Parkville Campus

Instrument Hire

The Melbourne Conservatorium of Music has a selection of musical instruments including strings, woodwinds, brass and early music instruments that are available for loan to current students for use in course-related activities. All instrument loans are subject to the recommendation of your teacher and approval of the responsible academic staff member, and organised by the Instrument Loans Manager, Infrastructure and Operations (patrick.millman@unimelb.edu.au), rather than the VCA & MCM Student Centre.

Instrument loans require a refundable deposit of \$200 and a loan fee of \$100 per semester or part thereof. Certain valuable instruments may require a higher deposit.

To organize an instrument loan:

You must seek support of the responsible academic staff member; subject coordinator, teacher, ensemble director or convener of the instrument area, who may recommend a particular instrument to you.

Contact the Instrument Loans Manager (patrick.millman@unimelb.edu.au) to reserve an instrument, and make an appointment.

Appointments can be made between the following times:

Wednesday: 9:00 am – 12:00 pm

Friday: 1:00 pm – 4:00 pm

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Prior to your appointment, payment of the deposit and loan fees must be completed via the Online Store. Please see details below.

Step 1: Sign up as a new member at <http://ecommerce.vcam.unimelb.edu.au/>.

Step 2: Navigate to MCM Instrument Hire from the home menu.

Step 3: Add both the MCM Instrument Deposit & Instrument Hire Fee to cart.

Step 4: Proceed to payment section. Please print your receipt.

The Instrument Loans Manager will issue a loan agreement form for you to sign, and will confirm payment has been received electronically. Please bring along your online receipt and keep a copy for your records.

You will then be permitted to take the instrument off campus for practice during the Semester and keep it safely at your address.

Please note:

Students are responsible for looking after the instrument for the duration of the loan period and ensuring that the instrument is kept safe and in good repair.

Students are not permitted to pass the instrument on to anyone else.

Instruments must not be left in motor vehicles, unlocked rooms or otherwise left unattended.

Instruments must be returned by the due date. A penalty of \$100 will be imposed immediately an instrument is overdue, with an additional charge of \$5 per day imposed for each day that the instrument is late.

Please contact the Instrument Loans Manager (patrick.millman@unimelb.edu.au) to arrange a return appointment. Upon inspection and return of the hired instrument, a request to refund your deposit will be made on your behalf, and will require 2-4 weeks for processing.

Pianos for home practice:

The Melbourne Conservatorium of Music has arranged a special service with a piano supplier to support students who have moved to Melbourne to study, with no piano at home, to get access to a quality upright piano for the whole academic year (March to November) at a heavily discounted rate.

The service is available from approximately \$95 per month including GST, plus the removal and tuning cost.

Lockers – Parkville Campus

Lockers will be open for purchase on 23rd February for Semester 1 & full year hire, and 20th July for Semester 2 hire.

For *one semester* hire it is \$25.

For a *year* hire it is \$50.

Lockers are available within the piano practice basement of the MCM and at 214 Berkeley Street (Practice Rooms) at the Parkville campus.

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IMPORTANT INFORMATION:

- Lockers are subject to availability, so be quick if you require a locker
- You must provide your own padlock to secure your locker and belongings
- For Semester 1 hire only, lockers must be vacated on or before 17th July 2017
- For Semester 2 & full year hire, lockers must be vacated on or before 4th December 2017
- Lockers not vacated by these dates will result in the removal of your lock by campus security and temporary storage of your belongings in the MCM front office. Items not collected by 11th December will be sent to landfill or recycled.

Please make all purchases via VCA & MCM Locker Hire link: (<http://ecommerce.vcam.unimelb.edu.au/categories.asp?CID=45&c=14944>). Once payment has been received you will be assigned a locker via email based on this size and location of your purchase by a member of staff.

Contact details are listed below:

Pat Millman

Technical Resources and Facilities Officer

Facilities Office: 9035 4333 (Ext 54333 from an internal line)

Email: patrick.millman@unimelb.edu.au

School of Art Studios & Exhibition Spaces

Safety and Procedure Manual

Along with using safe working methods please be mindful that you are working in a shared open studio environment and consider the impact of your practice to the people working around you.

Studio Spaces

1. No self-constructed partitions or curtaining is allowed in studios.
2. Partitions are not to be moved without the approval of your course coordinator.
3. You must get permission from your course coordinator before bringing in any outside furniture. It is your responsibility to remove any furniture brought in when required for studio pack down.
4. Couches are not permitted in studio areas.
5. A reasonable level of tidiness should be maintained in studios to promote a good safe working environment and allow staff access.
6. All studios must be emptied and screens restored to white at the end of each year for studio pack down.

Induction & Training

1. Equipment in the School of Art requires induction and training before use. Appointments can be made with technical staff in various areas for induction and training.

Arts School - Equipment Borrowing

1. Installation kits & equipment overseen by technical staff (cordless drills, hammers, spirit level, tape measures etc) are available for student use on site.
2. Limited AV equipment (Digital & Video Cameras, Monitors, Data Projectors, Media Players, Lighting Kits etc) are available for student booking through the F&TV storeroom. Specific booking times and loan durations apply. See technical staff for details. Equipment is limited and under high demand. It may not always be available and should be organised in advance where

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required. AV for exhibition or long-term use will need to be provided or hired by the student. Refer to technical staff for contacts.

Arts School Access & After Hours Access

1. General studio access is 9am – 5pm Monday – Friday.
2. If you would like to access your studio after 5pm or on weekends you must complete an after-hours access induction. AHA induction will outline procedures that need to be followed to access after-hours in various areas.

Exhibition Spaces

1. Various exhibition spaces are available for booking across the School of Art. See local staff for details.
2. All exhibition spaces must be completely restored at the time of de-install. Any pins, nails or fixings must be removed from walls and holes must be patched and painted properly after any hanging or installation.
3. A small amount of filler and paint is available for patching and restoring walls.
4. Approval and/or a risk assessment may be required for installations, consult academic staff or technicians prior to embarking on projects.
5. If you intend to install a wall painting you will be responsible for the cost of the paint to restore the wall on de-installation.

CARE AND MAINTENANCE OF SOUTHBANK CAMPUS

(Studios, Galleries and Performance spaces)

The studios are the spaces in which we do our work. They must be cared for and the respect they are given is reflected in the quality of the work. The underlying principles in the use of the rooms are:

1. All out of hours rooms must be booked through vcamcm-bookings (vcamcm-bookings@unimelb.edu.au)
2. No food is allowed in studios unless negotiated with a staff member.
3. No drink or water is allowed in studios except in plastic bottles unless negotiated with a staff member.
4. All rubbish must be removed at the end of every day.
5. The room must be returned to its resting state at the completion of each class.
6. During rehearsal or performance period a studio may house extra equipment and seating.
7. No ball games are to be played in studios where walls, ceiling fans and lights can be damaged.
8. Between rehearsals/performances any equipment, furniture, props or seating must be arranged or stored in a manner that does not hinder class work.

Conditions for Use of Spaces:

1. Spaces should be cared for and returned to their neutral state following use.
2. Spaces may need to be shared by a number of student projects at once.
3. Students should be aware of the perils of creating site specific works as spaces may not always be available for constant use.
4. All students and staff should have equitable access to available space **curriculum** dictates priority.
5. Students will need to prove they have the ability to operate any equipment borrowed for use.
6. Equipment can only be borrowed with the approval of technical staff

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7. Following the presentation of student works, performance spaces must be returned to a neutral state.
8. Administrative staff will make regular checks of spaces to ascertain their state of order. If spaces are found to be out of order, the student/s responsible for the booking will be required to return to the space to put things right. All rubbish must be removed from spaces on a daily basis.

Sinks

1. Use safe clean-up methods for brushes and keep sinks clean as you use them.
2. Do not dispose of chemicals, plaster, food scraps or any sedimentary materials down the sink.

Kitchen Areas

1. Any kitchen areas are to be kept clean or they will be removed. Any out of date food is to be removed from refrigerators and disposed of.

Artist Materials

1. Aerosol Sprays of any type including fixative are banned from use in studios or enclosed spaces (only use aerosols in allocated spaces with appropriate extraction).
2. No materials with noxious fumes are to be used in studios including mineral turps, enamel paints, resins etc.
3. Odorless turps & painting mediums should be kept with lids on when not in immediate use to minimize fumes. Safe non-toxic alternatives should be use wherever possible.

Wet Materials

1. Always use a drop sheet when working with wet materials & clean up any spills immediately. Spills are a slip hazard & can drip through the floor onto people/artwork/equipment below. Spill Kits are available for quick clean-up of larger spills, be aware of their location.

Teaching Rooms

1. Teaching rooms must be returned to their original state immediately after use. Any pins, nails or fixings must be removed from walls and holes must be patched and painted properly after any hanging or installation.
2. No facilities or equipment (tables, chairs, easels, drawing boards) are to be removed from teaching rooms.
3. Nothing is to be left in rooms as they are shared facilities and booked regularly during and after hours.

Rubbish/ Food scraps

1. Please dispose of any rubbish/food immediately, no food or food scraps are to be left lying around the studio. Food scraps attract rats & birds into the studio areas.
2. Use recycling bins when possible but for recyclable items only.
3. Place any large or heavy items directly in the skip in the courtyard.
4. University bins should be kept at the end of aisles or nearest to doorways to be emptied by cleaners.
5. Chemicals are to be disposed of responsibly in accordance with safety and environmental guidelines (consult a technician).
6. Sharps such as blades or pins should be disposed of in Sharps Disposal Containers.

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Health & Safety

The Faculty operates to strict Health & Safety guidelines.

An important aspect of Health & Safety is to communicate policies, procedures and expectations. Failure to comply with OH&S standards may result in access to the workshops being denied. The Workshops manage relevant OH&S information and resources on OH&S notice boards, located within the Workshop space.

Safety is a shared responsibility.

Further information regarding the Universities Health & Safety policy (<https://policy.unimelb.edu.au/MPF1205>) and safe working procedures is available at: <http://safety.unimelb.edu.au/>

Responsibilities of Others in the Workplace

<http://safety.unimelb.edu.au/topics/responsibilities/other.html>

Smoking

The University has a smoke-free policy in all buildings (including balconies), vehicles and campus grounds. Smoking directly outside buildings is prohibited.

Emergency

In case of an emergency on campus please notify Southbank Security.

Southbank Security: 9035 9311

Parkville Security: 03 8344 6666

NB: it is recommended you save this number in your phone.

Evacuation Procedures

Building on at Southbank and Parkville have a two-stage alarm system, Alert and Evacuation tones. Emergency exits are illuminated with an **EXIT** sign.

Upon hearing the **Alert Tone** (beep, beep, beep, beep) prepare to evacuate and await instructions.

Upon hearing the **Evacuation Tone** (*whoop whoop whoop*), or being instructed to evacuate:

1. Move to the assembly area as directed
2. Remain until advised by Emergency Personnel or Warden or Security that it is safe to leave or return to the building

NB: you may be instructed to exit via a specific door should a threat to your safety exist at the most obvious exit point.

Evacuation Assembly Points:

Southbank

East (St Kilda Road) side of campus: outside the VCA café (on the grass)

West (Sturt Street) side of campus: corner of Grant Street and Dodds Street

Parkville

Lawn area behind the Grainger Museum

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First Aid

A number of staff across the campus are trained first aid officers. Emergency Contact lists are displayed throughout buildings. Familiarise yourself with the local first aid officers in your area so contact can be made quickly with the closest available first aider in case of an injury, accident or emergency.

First Aid Kits are located across the campus, familiarise yourself with their locations and report low or missing supplies to a staff member ASAP.

In case of a medical emergency have someone stay with the injured person if possible and send someone to get a first aider. For a life threatening emergency dial 000, on internal phones including the emergency phone you must dial 0 to get an outside line 0000 you can also dial 112 on your mobile phone.

There are Automated External Defibrillator located near Fire Information Panel in:

- Building 863 in the corridor near the stairs;
- Building 874 in the corridor leading to Margaret Lawrence Gallery.

Incidents/Hazard

Health & Safety is an important priority for the Faculty. An Incident is an unplanned event (including dangerous occurrences and systems failures) resulting in, or having a potential for injury, ill health, damage or other loss. A Hazard is a source or a situation (including dangerous occurrences and systems failures) with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

If you have been involved in an incident or hazardous situation during a class or anywhere on the campus it is important that you report the incident as soon as possible to a Staff member, if none were present. An Incident Report Form

(http://safety.unimelb.edu.au/_data/assets/word_doc/0009/1823562/incident-report-form.docx)

should also be completed as soon as possible. Once completed, the form should be handed to your Supervisor or the staff member managing the area (e.g. Workshop Coordinator).

Risk Management

Risk management is a systematic process of identification, assessment and prioritization of potential hazards/risks that may be involved in a project, activity or task, and implementing appropriate controls measures to minimize the potential hazards/risks.

Projects, activities, performances or installations will need to be risk assessed and approved before going ahead. Consult an academic or technical/production staff on your plans before going ahead with installations and projects.

Some situations require advice from outside the Faculty, this could include seeking engineering advice for load bearing structures.

For further information go to: Risk Assessment Methodology

(http://safety.unimelb.edu.au/_data/assets/pdf_file/0007/1716712/health-and-safety-risk-assessment-methodology.pdf)

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Standard Operating Procedures

Standard Operating Procedures (SOPs) are documents that outline the safe use of specific equipment. SOP's contains detailed instructions to perform a process or procedure to ensure the task is performed the same way each time by each person.

A Standard Operating Procedure document (SOP) is available for reference to each piece of plant and equipment, which can be referred to and must be adhered to in use as per your training.

Standard Operating Procedure documents are not a replacement for induction and training.

In the event that any equipment or tool is found to be faulty, or a potential risk, please inform staff immediately.

Safety Data Sheet

A Safety Data Sheet (SDS) is a document that provides health and safety information about products, substances or chemicals that are classified as hazardous substances or dangerous goods.

SDS's provide information on: the manufacturer or importing supplier, the product (e.g. its name, ingredients and properties), how the product can affect your health, and precautions for using or storing it safely.

- SDS are available from GoldFFX (<http://safety.unimelb.edu.au/hazard-topics/chemical-management>), the place of purchase and online.
- SDS registers are available in all VCA & MCM workshops.
- Students are required to research the material before purchasing the product.

MSDS must be kept onsite as reference for any artists materials used on campus. Manufacturers are obligated to provide MSDS for all products, most can be found online. Consult a technician if you're unsure if we have an MSDS for a particular product.

All materials and chemicals brought onto Campus must be accompanied by a SDS. Technicians should be consulted about material and chemical choices.

For further information on accessing SDS go to: Chemical Management (<http://safety.unimelb.edu.au/hazard-topics/chemical-management>)

Manual Handling

Manual handling is defined as lifting, carrying, putting down, pushing and pulling. Inappropriate manual handling of materials can cause serious, permanent injury.

Manual handling risk factors include:

- Sudden, jerky or hard to control movements
- Bending, reaching, twisting
- Sustained postures or positions
- Fast or repetitive work
- Heavy loads

Injury can be avoided by practicing safe manual handling techniques and using manual handling aids.

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Safe manual handling techniques include:

- Assess the weight load
- Ask for assistance, if required
- Bending knees when lifting
- Maintain a straight back when lifting
- Do not twist when lifting
- Keep load close to your body when lifting
- Reduce the load (weight)
- Work between hip & shoulder heights
- Push/pull in line with body (not across)

Manual handling aids include:

- Trolleys
- Forklifts
- Hoists
- Multi-people

Always ask for manual handling assistance if unsure.

When lifting, moving and carrying objects reduce the size of the load where possible. Lift properly with your back straight and knees bent and keep the load close to your body and balanced. Don't strain for heavy loads, ask for help or use a trolley or other mechanical aid. Secure the load prior to transporting it and take care on stairs, along corridors and in awkward spaces.

When undertaking repetitive work make sure your workspace is comfortable. Work in the most ergonomic & efficient way possible and use the most appropriate tools for the task. Maintain good posture and eliminate or reduce forceful movements. Remember to take regular rest breaks.

Venue Isolation Requests

The procedure has been developed to ensure that Fire Indication Panel isolation requests are managed safely, with a responsibility-based process, for the Southbank campus. The procedure form must be completed and submitted to the Southbank security office at least **five working days** prior to the initial isolation date/time. All **terms & conditions** outlined in the request form must be adhered to, including the nominated Emergency Warden being present at all times during the isolation period(s).

The nominated Emergency Warden is required to notify by email all managers in the building of the isolation date(s)/time(s). The Emergency Warden will ensure that large and effective signage is placed at each entrance to the building and venue stating the fire indication panel system has been isolated in the specific location and will not be active for the duration of the event, activity or performance.

Supervising staff members can access further information on Emergency Management by visiting the Faculty's intranet.

Isolation Requests will be required for (but not limited to) the use of naked flames, smoke machines, hot works, and some sanding equipment. Please note these activities are not permitted in studios and exhibition spaces as they can set off fire alarms. If an element of your work involves any of these you must have approval from your supervisor, complete a task risk assessment in advance and submit the completed isolation request form.

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Walkways & Exits Access

Ensure access to studios, doorways, walkways & exits are kept clear at all times. Do not move desks or items into areas that may congest the walkway. Do not leave nails/pins lying around on the floor.

Working at Heights

Working at heights is only permitted to a level at which your feet are 2 meters or less from the ground.

When working at heights check that climbing equipment is in good safe working order each time before use. Choose appropriate climbing equipment for the task. For work that involves 2 hands a platform ladder should be used. When working on a ladder one hand should always remain on the ladder. Check rungs for hazards before climbing. A barrier, safety markers or a spotter must be used when working at heights in a studio, corridor, walkway or thoroughfare. No more than ONE person working on a ladder at any time. Never leave tools or objects on the ladder when you dismount.

Electrical & Personal Equipment

It is University policy and your responsibility to ensure that all electrical items whether your own, borrowed or hired are “tested and tagged” by a qualified electrician. This includes tape decks, cameras, CD players, laptops, mobile phones or any other electronic equipment.

Personal Protective Equipment

Appropriate Personal Protective Equipment should be used whenever possible and is required as a protocol when using certain materials and equipment (gloves, eye protection, hearing protection, respirator/face mask etc). Pay attention to signage and inductions and consult a technician if you are unsure of PPE required for certain materials or equipment. Some protective equipment is provided but it is a good idea to have your own.

Students may wish to consider purchasing their own PPE:

- Safety glasses.
- Rubber respirator mask with dust and fume cartridges.
- Workshop jacket/overalls/boiler suit.
- Some workshop spaces require students have their own steel capped, slip on boots.

In addition to wearing appropriate PPE, please ensure:

- Long hair is tied back.
- No scarves or jewellery.
- No loose clothing.
- Clothing should be of appropriate fabric for the task.

Noise

Avoid undertaking noisy work in the studio areas; where possible, seek a more suitable work area and hearing protection. Consider surrounding people when undertaking noisy work; warn people prior to creating the noise.

Audible music can be disruptive in an open studio environment so music should only be listened to through headphones.

Be considerate of noise levels when congregating in groups so as not to disturb people working or having tutorials in surrounding studios.

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Familiarize yourself with locations of First Aid Kits, Emergency Exits & Assembly Areas

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CAMPUS MAP

SOUTHBANK CAMPUS		
Building Name or Occupant	No	Grid
Art	874	H5
Art (Entrance)	Gate 4	H6
Art (Painting)	874	I4
Art (Photography Workshop)	874	H4
Art (Sculpture)	876	G3
Brian Brown Studio	862	F12
Buxton Contemporary	868	C10
Cafe	863	F10
Campus Services	867	D11
Centre for Ideas	863	E11
Cinema 2 (Level 2)	861	I11
Composition and Sound Design Lab	863	F11
Computer Labs	863	E11
Dr Philip Law Room	860	H13
Elisabeth Murdoch Building	860	H13
External Relations	865	C13
Faculty Executive	865	C13
Federation Hall	861	I12
Film and Television	861	I11
Finance	865	C13
Founders Room	860	H13
Graduate Study Lounge (Level 2)	860	H13
Grant Street Theatre	872	I10
Human Resources	865	C13
Lenton Parr Music, Visual & Performing Arts Library	863	E11
Lionel's Bar & Cafe	872	I10
Lyndsey Cattemole Studio	879	E5
Margaret Lawrence Gallery	874	I5
Melbourne Conservatorium of Music (MCM)	862	F13
Movement Studio 1, 2 & 3	871	H9
Multimedia Lab (Level 2)	860	H13
OH&S/Facilities	860	H13
Old Police Hospital	865	C13
Performing Arts - Costume Workroom	879	F7
Performing Arts - Dance Studios	864	E12
Performing Arts - Design Studios	878	F6
Performing Arts - Stock Shop	874	H6
Performing Arts - Theatres	879	F7
Physio	863	G11
Print Workshop	875	G4
Postgraduate Art Studios (Level 3)	860	H13
Research Office	865	C13
Security	867	D11
Space 28	879	F6
Staff Lounge	863	F10
Stock Shop	874	I5
Stop 1	860	H13
Student Gallery	874	G5
Student Lounge	863	F10
Student Union Southbank Office	863	G11
Teaching Workshop	874	H2
Tutorial 1 (Hub Building)	863	E10
Tutorial 1 (EMB, L2)	860	H13
Tutorial 2 (EMB, L2)	860	H13
Tutorial 3 (EMB, L3)	860	H13
Tutorial Room H104	868	D10
VCA Directorate	860	I13
Willin Centre for Indigenous Arts and Cultural Development	863	F11
Willin Garden		G8

