STUDIO LOCATION INSPECTION CHECKLIST

Production Company: _____ **Show Title**:_____

Location Address: _____ **Date/Time**:_____

Contact Person: _____ **Title**:_____

Type Of Production: ( ) Theatrical ( ) TV/Episodic ( ) Commercial ( ) Music Video ( ) Other: _____

LOCATION:

- ❑ Exterior Fire Lanes kept clean for fire department access.
- ❑ There is a 4 foot clearing around the wall of the interior stage/warehouse etc.,
- ❑ Sprinklers can be found and are working
- ❑ Extinguisher present and ready for every 75 feet of travel.
- ❑ All exits are clear from debris and visible exits are clearly marked with interior shoots.
- ❑ Electrical Panels clear (3 foot clearance)
- ❑ When working at elevated levels, harnesses are worn and ladders not defective.
- ❑ No smoking signs for interior location and butt cans placed clear from flammable areas outside.
- ❑ Standard stair rails or handrails are on all stairway having four or more steps.
- ❑ Curtains, backdrops, window coverings, trees, bushes etc. flame retardant, if not fresh.
- ❑ Platforms have sides closed with chicken wire to prevent storage underneath.
- ❑ Pits and floor openings covered or otherwise guarded with hand and midrails.
- ❑ Keep combustibles in the construction areas and off working stages.
- ❑ First Aid box clearly seen and maintained with band-aids, eyewash, etc.
- ❑ Methods of reporting an emergency posted.
- ❑ Exits signs clear and visible.
- ❑ Work areas adequately illuminated.
- ❑ Bathrooms clean and sanitary.

HAZARDOUS MATERIALS/PAINT DEPARTMENT:

- ❑ MSDS available and followed.
- ❑ Flammable liquids properly stored (Max 5 gal. /container), kept away from heat sources and containers labeled.
- ❑ Work surfaces kept dry and all spilled materials or liquids cleaned up immediately.
- ❑ When using chemicals, wear goggles, gloves. Eyewash station, approved respirators if necessary.
- ❑ Ventilation needed with spray paints, cover waste for oily based paint, dispose of correctly.
- ❑ Storage cabinets locked and secured key kept with appointed person.

ELECTRICAL & VEHICLES:

- ❑ Cables laid out neatly when not in use. When in use taping then is an extra precaution.
- ❑ When rigging lights from stage use harnesses and/or cable line to be worn.
- ❑ Vehicles used for interior shots must have locked caps, ¼ tank and battery disconnected.

SPECIAL EFFECTS/STUNTS:

- ❑ All stunts, effects or special activities planned were discussed with work comp department.
- ❑ Safety meeting agenda organized. Held prior to shooting.
- ❑ Pyrotechnician in possession of current license. Fire department contacted with permit issued.
- ❑ When using foggers use water based for interior shots. Keep available with MSDS Sheet.
- ❑ Scuba, certified instructor, certified safety divers, knowledgeable on this location's underwater scenes.
- ❑ Set medic or ambulance required for this shot.

Question about set safety should be directed to Angela Plasschaert at Plasschaert & Associates by calling 818-359-5014.

If you do note any hazards during your walk through, discuss the hazard and it's remedy at your safety meeting. Document hazards accordingly on the Notice of Unsafe Work Conditions (page 59 of the IIPP).

REFER TO YOUR IIPP MANUAL FOR MORE INFORMATION

Safety Observed by: _____

Print Name: _____ Date: _____