

# PROP SAFETY & MAINTENANCE

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1. MAINTAIN A CLEAN AND ORGANIZED WORKING ENVIRONMENT.
2. KEEP PROPERTY CABINETS FREE FROM UNNECESSARY DEBRIS.
3. REPAIR ANY BROKEN PROP UNLESS IT IS BEYOND REPAIR.
4. USE CAUTION WHEN OPERATING HOT GLUE GUNS.
5. LABEL ALL NEW AND EXISTING PROPS WITH: PCH THEATRE.
6. STERILIZE ALL DRINKING BOTTLES AND GLASSES BEFORE USING.
7. LABEL AND USE PROP BOXES TO STORE PRODUCTION PROPS.
8. RECORD ALL PROP CHECK-OUTS ON THE APPROPRIATE FORMS.
9. NEVER ALTER A PROP WITHOUT PRIOR APPROVAL.
10. REPORT ANY DAMP OR WET CONDITIONS IMMEDIATELY.
11. KNOW THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER.