## **SOUND SAFETY & MAINTENANCE**

- 1. ALWAYS KEEP EQUIPMENT IN GOOD WORKING CONDITION.
- 2. MAINTAIN A CLEAN AND ORGANIZED WORKING ENVIRONMENT.
- 3. NEVER EAT OR DRINK NEAR ANY SOUND EQUIPMENT.
- 4. COVER THE SOUND BOARD AND EQUIPMENT WITH THE DUST COVER.
- 5. COIL AND HANG ALL MIC CABLES USING A VELCRO STRAP.
- 6. ALWAYS DISCONNECT A PLUG BY PULLING ON THE BODY OF THE CONNECTOR, NOT THE CABLE.
- 7. STORE ALL MICROPHONES IN THEIR BOXES IN THE SOUND CABINET.
- 8. INSPECT MIC AND SPEAKER CABLES BEFORE AND AFTER USE.
- 9. NEVER BLOW INTO A MICROPHONE OR TAP TO TEST. SIMPLY TALK.
- 10. REPORT ANY DAMP OR WET CONDITIONS IMMEDIATELY.
- 11. KNOW THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER.
- 12. USE COMMON SENSE. BE AWARE OF YOUR SURROUNDINGS.