

STUDIO 1 (First Floor)

Entrance Lobby and Ground Floor Toilets

The following items and surfaces should be cleaned at the start and end of each visit using the antibacterial wipes provided. Extra care is to be taken cleaning the Studio Strobe Lights, which are to be cleaned using the alcohol-based solution and cloths provided (a cleaning guide video has been provided).

THIS LIST IS NOT MEANT TO BE DEFINITIVE AND MEMBERS SHOULD ALSO CLEAN ANY OTHER SURFACES THEY DEEM FIT.

You must also bring a refuse bag to take away all dirty cleaning items and litter.

Whilst using Studio 1 - Studio 2 is out of bounds to allow for alternative shoot dates. Members should stick strictly to the designated floors and rooms only - with no entry to kitchen or other toilets.

ENTRANCE LOBBY

- Doorbell
- Door handle
- Snib on inside of door
- Master switch and all light switches
- Building usage slider board
- Stair banister between Ground and First floor

Additional items to be cleaned if used/touched

- Foyer Tables

GROUND FLOOR TOILETS (Everybody use the Ladies)

- Door handles
- Light switches
- Sink taps
- Toilet flush
- Toilet seat and lid
- Disabled hand rails
- Any other surfaces that are touched

Use disposable towels for drying hands, rather than blower and take them away with you when you leave.

STUDIO 1

- Door Handle, Door Plate & Snib (both sides)
- All Light and Heater switches
- Heater thermostat switches
- All mains power sockets
- Contact points on window and shutter,
- Contact points on step ladder
- Tables and Seating

- Dressing room door handle
- Make-up table

- Lighting rig pole
- Backdrop pulley chains
- If changing backdrop rolls - wipe down pulley connectors
- Clamps
- Any Hard Lighting modifiers used
- Any Soft Boxes & Reflectors used **USE CLOTH AND ALCOHOL-BASED SOLUTION**
- Lighting rig pantograph (especially positioning release clip)

- **Studio Strobe Lights including the light modifiers that came with them - USE CLOTH AND ALCOHOL-BASED SOLUTION - See Video**

Additional items to be cleaned if used/touched

- Fireplace
- Shelves
- Any other objects or surfaces you plan to use

Long plinth to be used with your own covers

STUDIOS HAVE BEEN CLEARED OUT OF MOST PROPS SO BRING YOUR OWN.

DON'T LEAVE ANY RUBBISH OR PROPS

**IF YOU'VE USED THE LIBRARY FOR VENTILATION - THEN
CLEAN ALL SURFACES YOU'VE TOUCHED.**