

COSTUME SHOP

WHAT THIS SHEET APPLIES TO

Anyone using the Costume Shop (Runnals room 303).

RISKS INCLUDE

Scrapes, cuts, & punctures, burns, and exposure to toxic chemicals.

GUIDELINES, RULES, & PROCEDURES

- All persons working in the Costume Shop must have the approval of the Department of Theater & Dance Costume Shop Manager.
- The Costume Shop is closed from 12:00am until 6:00am. There are no exceptions to this rule.
- For safety and security reasons, it is suggested that no one works alone in the costume shop.
- Anyone working in the costume shop should be aware of the first-aid kit, fire extinguisher, and fire alarm pull box locations on the 3rd floor of Runnals.
- Shoes must be worn at all times.
- All flammable materials should be stored properly in the approved flammable materials cabinet.
- After each work session, unplug the iron, steamer, or any hot plates.
- Do not use spray paints in the Costume Shop. There is a spray booth with an exhaust fan in the Scene Shop.
- After each work session, clean excess fabric, thread, and debris from the floor.
- Dispose of solvent soaked rags properly after each work session. After drying (preferably outside) rags can be placed in the proper disposal bin.

FOR FURTHER UNDERSTANDING

Material Safety Data Sheets (MSDS) in the Costume Shop.

Ingham, Rosemary and Liz Covey, The Costume Designer's Handbook, 2nd ed.,
Portsmouth, NH: Heinemann, 1992.

Ingham, Rosemary and Liz Covey, The Costume Technician's Handbook, 3rd ed.,
Portsmouth, NH: Heinemann, 2003.