

## Basic Policies:

- No smoking is allowed in any area of the Communication Studies and Theatre Center.
- Eating is not allowed in the workroom except when approved by the costume professor. Beverages must have appropriate lids and care must be taken with cups at all times.
- Shoes must be worn in the workroom.
- No personal listening devices (ipod) are allowed during shop hours. You may listen while doing personal work or class work on your own time.
- All backpacks and bags must be stored on the drawers under the cutting tables.
- You will be assigned a drawer for your personal projects and supplies.
- Do not use anyone else's supplies without permission.
- Do not use Longwood Theatre supplies without permission. Items for student use will be clearly marked.

## Cleaning:

- Return all items to appropriately labeled drawers. All items left out will be confiscated or thrown away.
- Clean off all workspaces; table tops, machine areas, straighten drawer storage as needed. Check to make sure that whatever you are throwing away is scrap and not a pattern piece, garment piece, or material necessary for your project.
- Dust off sewing machines and tables, pick up straight pins and other tools and return to the proper storage area. Return all notions, bobbins, threads, etc. to proper storage areas.
- Remove lint from the sergers. Dust off machines and tables, return thread to storage.
- Brush off ironing boards, straighten the ironing area and return hams and sleeve boards to the proper storage areas.
- Turn off the irons
- Straighten shop area: return dress forms to storage if no longer needed, arrange stools around tables.
- Each Friday: clean and oil machines thoroughly. Neaten drawers around machines and in the general shop area. Make sure all projects are stored appropriately.
- All items from the Fire Cabinet must be returned immediately after use.
- Use of the dye equipment and laundry machine is strictly prohibited without the supervision of the costume professor.