

# ENTERTAINMENT: GOOD HOUSEKEEPING



## INTRODUCTION

Good housekeeping is not just for hotels or homes; it is a vital aspect of any workplace, including the entertainment industry. Whether you're working in a film studio, a music recording facility, a theater, or a broadcasting station, maintaining a clean and organized environment is essential for operational efficiency and the safety of everyone involved. In this lesson, we will cover the hazards that may be created by poor housekeeping practices, areas in the entertainment industry that require good housekeeping practices, personal protective equipment that may be worn when using cleaning chemicals, and some good housekeeping tips.

## HAZARDS THAT MAY BE CREATED BY POOR HOUSEKEEPING PRACTICES

Due to how busy and populated sets, studios, stages, and other locations can get, it is important that good housekeeping protocols be practiced. If good housekeeping practices are not followed, it can create a hazardous environment for everyone. Hazards can include, but may not be limited to:

- Slips, trips, and falls that can occur from unsecured wires and cables, spills liquids or liquids that are tracked in from outside weather conditions, and cluttered walkways
- Fires that can occur from flammable materials being ignited by exposure to heat sources, electrical equipment overloads, and the improper storage of chemicals
- Electrical shocks or electrocution from malfunctioning equipment or exposed wiring
- Use of the wrong chemicals due to improper labeling and storage
- Exposure to chemical fumes or vapors when there is a lack of ventilation
- Musculoskeletal injuries that are stored at improper heights
- Exposure to falling objects from equipment or materials that are improperly stored or secured
- Exposure to communal diseases due to inadequately cleaned communal areas, such as dressing rooms, makeup stations, and bathrooms

## AREAS IN THE ENTERTAINMENT INDUSTRY THAT REQUIRE GOOD HOUSEKEEPING PRACTICES

While it is ideal that every area where you and coworkers work and congregate in are kept as clean as possible, there are some key areas where you should especially pay attention to. These key areas include, but may not be limited to:

- Workspaces and sets
- Dressing and green rooms
- Storage areas
- Recording studios
- Restrooms
- Loading areas





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## PERSONAL PROTECTIVE EQUIPMENT THAT MAY BE WORN WHEN USING CLEANING CHEMICALS

To help with the cleaning and sanitizing of the work environment, you and others may be required to use cleaning and sanitizing chemicals. Regardless of whether these are traditional chemicals or chemicals that are branded as environmentally friendly, you should wear the appropriate personal protective equipment (PPE) for the product. PPE may include:

- Safety glasses or goggles
- Gloves
- Aprons or other protective clothing
- Closed-toed shoes
- Respiratory protection

You should inspect all provided PPE for wear or damage before you put it on. Report worn or damaged items to your supervisor. Do NOT wear damaged PPE when working with chemicals.

## GOOD HOUSEKEEPING TIPS

While housekeeping policies will differ between productions, the following good housekeeping tips can be used anywhere. These tips include:

- Where applicable, make sure that you are adhering to set cleaning schedules.
  - This will normally include items such as sweeping, mopping, dusting, and sanitizing surfaces.
  - If you have questions regarding cleaning schedules, please speak with your supervisor or designated contact.
- Where applicable, use appropriate signage to indicate areas where there might be risk, such as wet floor signs or restricted area signage.
- Keep all work areas free of clutter.
- Make sure that items such as props, costumes, equipment, chemicals, and so on are properly labeled and stored in accordance with the production's policies and procedures.
  - Assure that all flammable materials are stored securely and away from heat sources.
- Keep walkways clear by assuring that all wires and cables are neatly arranged and out of walking paths.
- Throw trash away into proper receptacles.
  - Do NOT leave trash around the production location.
  - All hazardous waste should be disposed of in accordance with all local, state, and federal laws and regulations.
- Clean up any spilled liquids, food, or anything else that could make the floor slippery in accordance with the production's policies and procedures.
- Regularly inspect tools, equipment, and other items for wear or damage.
  - Damaged items should be reported and removed or replaced in accordance with the production's policies and procedures.
- Make sure that emergency equipment, such as first aid kits and portable fire extinguishers, are easily accessible and that everyone knows where they are located.
- Where feasible, make sure that items such as desks, chairs, and computer setups are ergonomically designed to help minimize strains and injuries.
- Where applicable, use provided storage areas, such as lockers, for personal items.
- Where applicable, only eat and drink in designated areas.





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## CONCLUSION

To conclude, areas such as stages, sets, recording booths, and other areas that are used by crew and talent can become quite busy and crowded. Due to this, it is quite easy for the workspaces to become cluttered, which when left unchecked, could expose you or others to hazardous working conditions. To help keep the workplace safe and clean, you and others should practice good housekeeping protocols. If you have questions regarding housekeeping practices for your production, please speak with your supervisor or designated contact.

