

Director: Jaime Collazo
 Stage Manager: Syd Coe
 Staff TD: Vince Lobello

Technical Director: Natalie Kandra
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Deck Carpenter

Pre-Show Tasks	What to Do	How to Fix
Doors/Motivated Objects • Entry Door • Portrait Trap Door • Mini Trap Door ** • Star Mobile **	1] Locate each item 2] Examine item for: • Loose/missing screws or hardware • Loosely attached facing/trim • Un-moused rigging hardware 3] Operate the item and check for: • Excessive noise from hardware • Rubbing/grinding during operation • Properly latching mechanisms <u>**See Operator's Guide for Mini Trap Door by Matthew Lenzmeier</u> <u>**See Operator's Guide for Star Mobile, written by Ethan Gray</u> 4] Notify SM team of any temporary fixes and take notes in the task sheet provided for the End of Day report	] Missing screws should be located if possible and replaced with an appropriately sized screw] Use trim head screws to secure any loose moulding] If there is excessive noise coming from the hardware, mask off non-hardware sections, spray hardware with lubricant and wipe off excess until squeaking has stopped] If the item is grinding against the framing, sand the object down until grinding is gone • Notify SM Team if paint note is needed] If the item isn't latching properly, check to see if the screws are loose] If rigging hardware is un-moused, tighten shackles to finger-tight and re-mouse \\ regain tension in turnbuckle and re-mouse] Refer to Operator's Guide for the Mini Trap Door and Star Mobile for quick solutions. If problem is more extensive than what is listed, call Technical Designer/Technical Director immediately
Stage Deck Level – Walk About Key Elements: • Stage Deck • Walls C,D,E,F,G,H • Painting Table • Bathroom Platform Structure • Escape Steps • Masking Curtains	1] Walk around the Deck 2] Examine Scenic Elements for: • Screws on the floor or missing screws on units • Loosely attached facing/lids • Unusually wobbly/creaking structure • Broken/splintered lumber [facing/lids/structural] • Rips or tears in fabric 3] Notify SM team of any temporary fixes and take notes in the task sheet provided for the End of Day report	] Missing screws should be located if possible and replaced with an appropriately sized trim-head screw] Use trim head screws to secure any loosely attached facing or lids] If the structure feels abnormally loose or is squeaking, remove facing to access the structure below and secure any loose supports until the squeaking stops] If a lid is chipped, clean/soften any sharp edges and cover with black gaff tape as a temporary hold

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Upper Deck Level – Walk About Key Elements: • Lower Steps • Painting Platform • Upper Steps • Decorated Railings • Walls A + B • Tub • Upper Deck	1] Walk around the Deck 2] Examine Scenic Elements for: • Screws on the floor or missing screws on units • Loosely attached facing/lids • Unusually wobbly/creaking structure • Broken/splintered lumber [facing/lids/railings/structural] 3] Notify SM team of any temporary fixes and take notes in the task sheet provided for the End of Day report	] Missing screws should be located if possible and replaced with an appropriately sized screw] Use trim head screws to secure any loosely attached facing or lids] Soften sharp edges with sandpaper for wood and a file for metal] If a lid is chipped, clean/soften any sharp edges and cover with black gaff tape as a temporary hold
Lower Deck Level – Walk About Key Elements: • Lower Deck • Curved Stairs • Additional Decking • Bed Platform	1] Walk around the Deck 2] Examine Scenic Elements for: • Screw on the floor or missing screws on units • Loosely attached facing/lids • Unusually wobbly/creaking structure • Broken/splintered lumber [facing/lids/railings/structural] 3] Notify SM team of any temporary fixes and take notes in the task sheet provided for the End of Day report	] Missing screws should be located if possible and replaced with an appropriately sized trim-head screw] Use trim head screws to secure any loosely attached facing or lids] Soften sharp edges with sandpaper for wood and a file for metal] If a lid is chipped, clean/soften any sharp edges and cover with black gaff tape as a temporary hold

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Date	Scenic Element	Notes [What's Wrong?]
9-21-26	Trapdoor portrait	squak
9-21-26	railing close to stairs	loose, needs to clamp
9-21-26	Trapdoor	needs sealed intrusion for locking mechanism
9-22-26	Trapdoor	not latching
9-23-26	stage deck	creak and squeak
9-23-26	Portrait & molding	portrait now too hard to open once pushed too far molding seems ripped