ERM User Manual

How to open up & secure Hurstville Studios at the start of the day or shift?

When starting the day or your shift at the **Iconic Property of Hurstville Studios** and you are the first person to arrive and are required to open up and secure the property, the following procedures must be completed in the order it is stated and without exception.

Updated 18 July 2023 22:39 by @steve.baltzois

1. Added instructions for switching on the at Two Way Radio Intercom at specific locations. Where it says "if applicable" this refers to whether it will be used for the day. To determine this, check if a worker will be situated at the location for the day. If there will be an Iconic Worker working in that specific location, then it must be switched ON

IMPORTANT NOTICE

1. **#1:** The information provided here is strictly for the use of Iconic Workers and for business purposes only. All personal use or broadcasting of the information stated herein is not permitted. The details are not to be provided to any person who is not a registered Iconic Worker or has not been authorized or approved by the Company's Senior Executive Members.

2. **#2:** For the security of the details herein, **each time** you view or access this page you are required to **make a brief note** in the comment section of this FAQ explaining why you accessed or viewed this page and what the purpose of viewing/accessing this FAQ was for. **THIS IS SECURITY REQUIREMENT.** You are reminded that all access to the Iconic Knowledge Base FAQ server is logged. Therefore if a comment is not made as to why you viewed or accessed this FAQ as required at the time you have logged into this FAQ, this will be deemed as inappropriate and irresponsible behavior and a security breach.

Opening Up and Securing the Procedures.

Where you find an action that is not as required, you are to secure and or open it. For instance, if the bullet point says check if open, or check if unlocked and you find that the open procedure is not open or unlocked, then **you are required** to open or unlock the item (as required).

1. If it is **Wednesday morning,** and our large garbage bins were put out the night before to be collected, please clean up and roll in our property's large garbage/trash cans back to their allocated place on the property. To check which garbage/trash cans went out the night before refer to the Municipality website at https://wasteservices.georgesriver.nsw.gov.au/index.php?addressCheck=25+Gallipoli+Street+HURSTVILLE&houseid=34528

2. Check the **Garage Doors** are locked and secured. **MUST ALWAYS BE DOUBLE-CHECKED TO BE LOCKED.**

3. Enter the **Front Porch** and unlock and open the **White Metal Security Screen door gate**.

4. Unlock and open the **Wooden Front Entrance door**.

5. Close the **White Metal Security Screen door gate** as you enter the hallway of the property.

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6. Close the **Wooden Front Entrance door** behind you as you enter the property.

7. Lock the **White Metal Security Screen door gate** behind you as you entered the property (recommended); or
    1. Lock the **Wooden Front Entrance door** behind you as you enter the property; or
    2. You can lock both doors.

8. Enter the **Hallway Area** and do the following:
    a. Switch on the Bottom light.
        a. ***Important:*** Leave the middle and top buttons on for the Security Sensor Lights.

9. If the **Senior Producer's Room** (1st room on the left from the front door) is open then do the following:
   If the **Senior Producer's Room** door is closed/locked skip this step.
    a. Blind to be pulled up.
    b. (Ask first) if all windows are to be opened.
    c. All TV, Video, Monitors, or Project Units are switched on.
    d. Switch ON Two Way Radio Intercom, check that the Channel is 140.125 over 140.125 for Iconic Intercom, and leave it on the charging unit (if applicable).
    e. (Ask first) if the ceiling fan is to be switched on.
    f. Lights to be switched on.
    g. (Ask first) if the door is to be opened.
    h. Leave computers on as they must access the Iconic Server network for backup and updates.

10. If there is any mail, to be date/time stamped and pushed under the door of the **Senior Producer's Room**., if the door is locked/closed.
    a. If the **Senior Producer's Room** room is open, (knock/ask first), and if granted permission, enter the room and place mail in top intray or hand deliver to the Senior Producer.

11. **Rehearsal/Training Room:** Only if the room is required to be used on the day or on your shift ... Enter the **room** (1st room on the right from the front door) and do the following:
    a. Blind to be pulled up.
    b. All TV, Video, Monitors, or Project Units to be switched on.
    c. Lights to be switched on.
    d. Door to be left ajar or closed (as required).

12. **Makeup/Wardrobe Room:** Only if the room is required to be used on the day or on your shift ...Enter the **room** (2nd room on the left from the front door) and do the following:
    a. Blind to be pulled up.
    b. All TV, Video, Monitors or Project Units to be switched on.
    c. Lights to be switched on.
    d. Door to be left ajar or closed (as required).

13. Enter the **Reception / Living Room** and do the following:
    a. Leave the Outside Screen Security Gate closed and locked. Only unlock if it is to be used on the day or on your shift.
    b. Leave the Inside wooden door closed and locked. Only unlock if it is to be used on the

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day or on your shift.
c. Blind to be pulled up.
d. If required, set up a fireplace with appropriate firewood and kindle.
e. Switch ON Two Way Radio Intercom, check that the Channel is 140.125 over 140.125 for Iconic Intercom, and leave it on the charging unit (if applicable).
f. All TV, Video, Monitors, or Project Units are to be switched on.

a. Leave computers on as they must access the Iconic Server network for backup and updates.

g. Only if the room is required to be used on the day or on your shift ... Lights to be switched on.

14. Enter the **Conference / Dining Area** and check the following:
    a. Only if the Air Conditioner is required to be used on the day or on your shift, then switch it on to the appropriate setting.
    b. All TV, Video, Monitors, or Project Units are to be switched on.
    c. Lights to be switched on.

15. Enter the **Kitchen** and do the following:
    a. Blind to be pulled up.
    b. Start the dishwasher if there were dirty dishes from the previous night/date.
    c. Check that all stove top eyes are switched off.

16. Enter the **Computer Room** and do the following:
    a. Blind to be pulled up.
    b. All TV, Video, Monitors, or Project Units are to be switched on.
    c. Switch ON Two Way Radio Intercom, check that the Channel is 140.125 over 140.125 for Iconic Intercom, and leave it on the charging unit (if applicable).
    d. Leave computers on as they must access the Iconic Server network for backup and updates.

17. Enter the **Open Center Area** and check the following:
    a. Gently turn the blinds outwards and pull the string for the blinds to be pulled outwards to bring in the sunlight.
    b. All windows are still closed from the last time/date.
    c. You can keep closed the **Rear Wood Doors**, if not required to be opened.
    d. You can keep closed the **Rear Metal Security Doors**, if not required to be opened.

18. **Film Editing / TV / Theaterette room:** Only if the room is required to be used on the day or on your shift ... Enter the **room** and do the following:
    a. Blind to be pulled up.
    b. Switch ON Two Way Radio Intercom, check that the Channel is 140.125 over 140.125 for Iconic Intercom, and leave it on the charging unit (if applicable).
    c. All TV, Video, Monitors, or Project Units are to be switched on.

a. Leave computers on as they must access the Iconic Server network for backup and updates.

    d. Only if the Gas Heater is required to be used on the day or on your shift ... turn on and set at appropriate/required temperature (if available).
    e. Lights to be switched on.

Questions Asked and Answered:

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1. **David Phillips** | 04-Jul-2023 03:07 | How to open up & secure Hurstville Studios at the start of the day or shift?
    1. **QUESTION:** question to clarify there are no directives on either of the two bathrooms, is this correct?
    2. answered by @steve.baltzois **| 04-July-2023 14:53 |**

        1. That is correct David. When opening up the property, there is nothing that needs to be done, given that everything is checked on the last Close procedure.

Attached files:

Unique solution ID: #1596
Author: n/a
Last update: 20-Jul-2023 09:12

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