



PITTSBURGH  
FILMMAKERS  
OPERATIONS  
HANDBOOK

SUMMER 2017

STUDENT  
ACCESS ENDS  
TUESDAY,  
AUGUST 8  
AT 9:00PM

EQUIPMENT  
OFFICE  
412-681-9500

equipment@  
pfpca.org



# **IMPORTANT DATES**

NO CLASSES:

Monday, July 3 - Tuesday, July 4  
for Independence Day

ACCESS ENDS:

Tuesday, August 8 at 9pm

# **CONTACT INFORMATION**

Equipment Office (412) 681- 9500  
equipment@pfpca.org

Administrative Office (412) 681-5449  
Fax (412) 681- 5503

# **EMERGENCY NUMBERS**

In case of emergency, dial 911  
or call the Pitt Police at (412) 624-2121.  
There is also an emergency call box  
located in the parking lot across the street.  
To call police, just push the red button.

# PITTSBURGH FILMMAKERS REFUND POLICY

For Independent Students:

In case of illness or other extenuating circumstances, 80% of the total fee (tuition plus course fee) is refundable until the class has had its first scheduled meeting. After the first scheduled class but before the second scheduled class, 60% of the total fee is refundable. No refunds will be made after the second scheduled meeting of any class. Twenty percent (20%) of the total fee is completely non-refundable. Tuition and course fees, in whole or in part, are not transferable to future semesters under any circumstances.

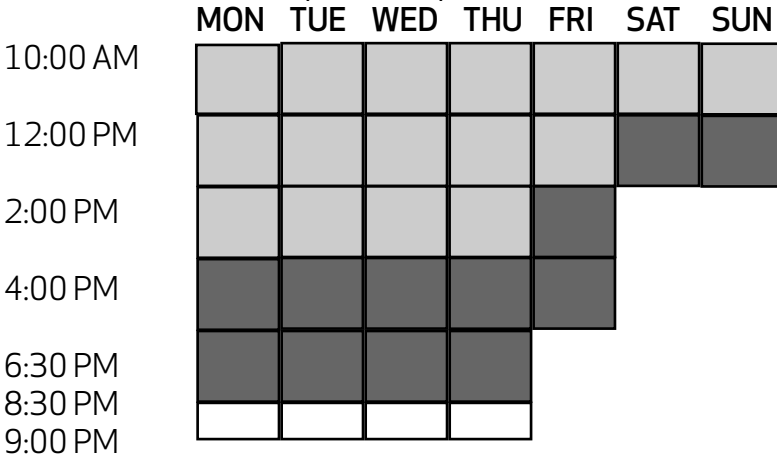
For College Students (non-independent):



You will be eligible to receive a full refund of course fees (does not include any late payment fees) only if you take responsibility to notify Pittsburgh Filmmakers' Registrar within 24 hours after the first class meeting. After that you will not be eligible for any refunds. Do not rely on your school to notify Pittsburgh Filmmakers! Course fees are not transferable to future semesters.

# PITTSBURGH FILMMAKERS PRODUCTION FACILITIES

## Hours Of Operation

Monday - Thursday 10 AM - 9 PM  
 Friday 10 AM - 6:30 PM  
 Saturday & Sunday 10 AM - 2 PM



**Equipment:** Check-out   
 Check-in 

## Hours for out-of-house equipment check-out

Monday- Thursday 10 AM - 8:30 PM  
 Friday 10 AM - 6:30 PM  
 Saturday & Sunday 10 AM - 2 PM

## Deadline for out-of-house equipment check-in

Monday - Thursday 4 PM  
 Friday 2 PM  
 Saturday & Sunday 12 PM

**\*No equipment given out/returned after 8:30 PM, M-Thurs!**

# OPERATIONS HANDBOOK

This handbook outlines the policies of the Pittsburgh Filmmakers Student Equipment Access Program. Students are expected to know the policies specified herein. Violation of these policies constitutes grounds for termination of access.

## **General Access Policies**

Equipment is available to students for the sole purpose of creating non-commercial projects. No students may use Pittsburgh Filmmakers' equipment on projects for which they will be paid. However, royalties, awards and grant income are not considered commercial income.

As part of the agreement allowing students and members to access equipment, equipment is to be used exclusively by the student or member who is accessing it. Neither students nor members may check out equipment for use by other persons. Pittsburgh Filmmakers reserves the right to fine for any rules broken. Equipment access will be denied and grades will be withheld until all fines are paid in full.

Each course designates the equipment that students will be able to access. Students may not access equipment higher than their course allows, nor equipment which has not yet been covered in their class. Students wishing to use equipment covered in a previous course and not designated by the current course may rent such equipment according to the rates established for Artist Members. See the Equipment Office Staff for the rates.

Students enrolled for Independent Study may only access equipment specified by the original contract, which must be approved by the Director of the PF School before the course work is to begin. Access should follow the normal parameters of the academic term.

Should a student/member encounter a problem with a piece of Pittsburgh Filmmakers' equipment, they should return the equipment as soon as possible or call the Equipment Office to report the problem. **Under no circumstances can the student/member or anyone else disassemble or attempt to repair the piece of equipment.** Students/members risk access loss and/or fines if they proceed.

## **ID Cards**

Student access begins after the second week of class, and continues to the last day of the semester. No access will be permitted beyond the last day.

ID cards will be available at the equipment office after the second week of classes. **No access will be permitted without your ID card.** Lost cards can be replaced at the Administrative Offices for a \$5 processing fee.

Each student will be asked to sign a statement which confirms their knowledge of Pittsburgh Filmmakers equipment policies, and acknowledges their financial responsibility for any equipment that the student checks out. Each student will be held fully liable for any damage, loss or theft of Pittsburgh Filmmakers equipment. In the higher level courses, where equipment is most expensive, it is recommended that students purchase insurance. Any damage, loss or theft will have to be fully reimbursed before further access will be allowed. Furthermore, students repeatedly unable to adhere to Pittsburgh Filmmakers' access policies will have their access suspended pending the completion of a meeting with the student, a Pittsburgh Filmmakers School representative and an equipment office representative.

## **Incomplete Grades**

Incomplete grades are only given for an extended illness or a family emergency. Students who request an incomplete must complete the proper form along their instructor no later than the final class session. If approved, students will be charged an interim access fee.

## **Interim Access**

Students who are not enrolled in summer courses may obtain an Interim Access card for the summer. Students with access can use equipment thus far covered in their course work. To receive access, students must have been registered for the previous term and also be registered for the following term. The cost is \$25 per calendar month. Winter break access is also available for \$25. Students should see the Registrar for an interim access card.

# EQUIPMENT & FACILITIES POLICIES

Equipment is divided into two categories: In-House equipment and Out-of-House equipment. This distinction refers to whether or not the equipment borrower is permitted to take the equipment away from the Pittsburgh Filmmakers building. All equipment is available to be used in the building. However, only items designated as Out-of-House equipment may be taken off the premises.

## HOW TO BORROW EQUIPMENT for OUT-OF-HOUSE USE:

Borrowing equipment for Out-of-House use is a process comprised of three procedures.

### 1. Reserving Out-of-House Equipment.

Out-of-House equipment may be reserved up to two weeks in advance. Equipment may be reserved to be borrowed for a two day period (e.g. equipment reserved to be picked up on a Monday must be returned on the subsequent Wednesday). Equipment reserved for a Friday check-out may be borrowed for a three day period, making it due back on the following Monday.

Reservations are made at the equipment office and may only be made by phone or in person. ***No reservations will be taken on Mondays until after 4 pm and on Fridays reservations will only be taken before 2 pm.*** Reservations will only be taken when the equipment office is open. There must be 48 hours between reservations to allow all students equal opportunity to equipment access. Reservations that can't be kept must be cancelled before check-out time begins. Failure to cancel will result in a fine. The Equipment Office reserves the right to postpone taking reservations at any time.

### 2. Out-of-House Equipment Check-Out

The first step in equipment check-out is to present a Filmmakers' ID at the Equipment Office. **Absolutely no equipment will be lent out without presentation of a Filmmakers' ID. There are no exceptions to this rule.**

Upon presentation of an ID, the student or member will receive the equipment that has been reserved or requested. Before leaving the building, the equipment should be thoroughly inspected and tested. At this time any problems with the equipment should be brought to the attention of the Equipment Office staff so that the current borrower will not be held responsible for previous damages. Some pieces of equipment

are supplied with checklists detailing the small removable parts of that particular item. Make sure that all of the parts on the list are accounted for before taking the equipment from the building.

Students may not pick up equipment for other people, nor may they have others pick up their equipment for them.

### **CHECK OUT TIMES**

The time of day equipment will be available for check-out depends on the day of the week on which the equipment is being picked up.

**MONDAY - THURSDAY 4-8:30PM**  
**FRIDAY 2-6:30PM**  
**SATURDAY & SUNDAY 12-2PM**

The Equipment Office can only guarantee availability when check-out hours begin. If the equipment is available earlier students may pick it up. Equipment will not be given out when check-out hours are over.

NOTE: Equipment is NOT given out after 8:30pm Monday - Thursday.

### **3. Out-of-House Equipment Return**

The time of day equipment is due back at the Equipment Office depends on what day of the week the equipment is due back.

**MONDAY - THURSDAY 10AM-4PM**  
**FRIDAY 10AM-2PM**  
**SATURDAY & SUNDAY 10AM-12PM**

Any equipment returned past the check-in deadline will result in a fine of \$5.00 per piece of equipment, per day late. Traffic, parking and other delays should be anticipated by the equipment borrower, and do not justify late equipment. Repeated late returns will result in access suspension. Equipment may be returned early at any time the equipment office is open.

As the equipment is being checked in, any difficulties experienced with the equipment being returned should be reported. Upon return, the Equipment Office Staff will inspect the equipment. All cameras, light kits and sound recorders are supplied with usage cards for students to report how long the equipment was in use. These usage cards should be filled out prior to equipment return.



**DO NOT LEAVE EQUIPMENT IN YOUR CAR.** Extreme temperatures are bad for equipment, and there is a greater risk of theft. You will receive an equipment mishandling fine if the equipment is left in the car longer than for transit.

Students may send someone else to return their equipment; however, the student who checked out the equipment should fill out any usage cards prior to the return, and remains responsible for any breakage, loss and/or late returns of equipment.

### **EXTENSIONS**

Anyone who will not be able to return equipment at the appointed check-in time may request an extension. This may be done either at the time of check-out or by phone up to one hour before equipment is due, pending availability. Keep in mind, if the equipment is already reserved by someone else then it must be returned on time. Traffic, parking and other delays should be anticipated. Students should contact the Equipment Office if there is any chance of a late return.

### **IN-HOUSE FACILITY ACCESS POLICIES**

In addition to Out-of-House equipment, Pittsburgh Filmmakers offers an extensive array of In-House facilities designated strictly for use on the premises of Pittsburgh Filmmakers. These facilities include photography darkrooms, film and video post-production equipment and digital workstations. In-House equipment can be accessed during Equipment Office hours:

<b>Monday -Thursday</b>	<b>10AM-9:00PM</b>
<b>Friday</b>	<b>10AM-6:30PM</b>
<b>Saturday &amp; Sunday</b>	<b>10AM-2PM</b>

Equipment designated as In-House may not leave the building. Anyone caught removing equipment from the building will be fined \$50.00 and stripped of access privileges. Students working In-House are expected to leave the facilities clean and orderly. Food and drink are restricted to the lounge areas. Smoking is not permitted anywhere inside the Pittsburgh Filmmakers building. Violators will be fined or have their access limited.

### **Reservations**

Some In-House facilities are available for individual reservations. In order to guarantee availability of In-House facilities, it is suggested that students make reservations with the equipment office. Reservations are made at the

equipment office and can be made by phone or in person. ***No reservations will be taken on Mondays before 4 pm or on Fridays after 2 pm.*** Students may reserve facilities for up to 4 hours at a time up to two weeks in advance. Students may not reserve the same space on two consecutive days. Reservations are automatically forfeited once the reservation holder is 30 minutes late.

Cancellations must be done prior to the time a reservation begins. A \$5.00 fine will be charged to those who fail to cancel. In-House reservations and changes can be made by phone or in person. The equipment office reserves the right to postpone taking reservations at any time.

Though reservations may only be made for four-hour blocks of time, students are permitted to continue working in an In-House facility beyond the end time of their reservation, provided that the facility being used is not requested or reserved by another person.

### **Class Reservations**

Sometimes rooms, particularly darkrooms and digital labs, will be reserved exclusively for class use. A list of all class reservations will be posted following the second week of class. Anyone using a class reserved space must leave 15 minutes before the reservation begins.

## **DIGITAL FACILITIES**

Most Pittsburgh Filmmakers digital facilities are reservable through the procedures described under "In-House Reservations." **Students and members using the digital facilities are required to check-in at the Equipment Office before going onto a computer.**

**Students and members MAY NOT store files on our computers. COMPUTERS ARE AUTOMATICALLY WIPED EACH WEEK, ON MONDAYS BETWEEN 7-9AM.**

Students and members should bring in external storage devices when coming in to work. USB flash drives are available for purchase at the Equipment Office.

**Food and drink are PROHIBITED in all digital facilities.** Do not modify the configurations of any digital suites. When a work session is finished, the computer and all components should be turned off, and the work station left clean and orderly. **Failure to comply with these policies and procedures will result in fines and possibly loss of access.**

## The Community Digital Labs/Digital Photography Lab

These labs are sometimes reserved for class use. Closing schedules are posted on the lab doors.

The scanning/printing stations are also reservable through In-House reservations. Printers may be reserved for 4-hour time blocks, while scanners may be reserved for 2 hour periods. Reservations may be made for every other day, up to two weeks in advance. Please be courteous and do not work at one of these computers if you do not need to scan or print. **Students using printers must fill out a Print Log with the image dimensions and/or paper dimensions and pay for the ink and/or paper at the In-House Equipment Office.**

Any computer problems should be reported at the Equipment Office or noted in the After Hours Trouble Log located at the In-House EQ Office.

# ANALOG PHOTOGRAPHY

The analog photography area is made up of the Daylight (wet) Rooms, the Community Darkrooms, the Alternative Processes room and the Finishing (dry) Room.

## Daylight Rooms

### Wet (Chemical) Room

This room is used for loading film and processing negatives. All chemistry should be kept near the sinks. Most of the photo chemistry will be mixed in large drums and kept in the daylight room. When a drum is running low please inform staff so new chemicals can be mixed. The remainder of chemistry will be emptied into a clearly labeled bottle.

Always use these bottles first, since the new chemistry may be too hot. This is one method of how chemistry is conserved at Pittsburgh Filmmakers. Always try to conserve chemistry when possible. Photo-flo is found in small eye-dropper bottles atop the processing sinks.

**Developers, Stop Bath, Perma-wash** and **Photo-flo** are poured into the sink after processing negatives. **Fix** is returned to the original drum after processing negatives, and dumped into the **Silver Recovery Unit** when exhausted after paper processing. **PLEASE DO NOT DUMP FIX DOWN THE DRAIN!**

Be careful not to drip water or chemistry onto the floor. **Always have a towel or rag to wipe up any messes, and always use a tray to carry wet prints.**

Processing ware (measuring cups, cylinders, etc...) should be rinsed and returned to the drying rack.

### **Finishing (dry) Room**

This room is to be used for strictly *dry* photographic applications. Finishing, matting, mounting and viewing work can be done here. Always remember to turn off any of the hot presses and tacking irons (they get very hot!) when you are finished using them. Remember to throw away any paper scraps or other leftover materials that you don't use. Failure to do so will result in fines.

### **Darkrooms**

The **Community Darkroom (a.k.a. B/W 1)** is for students and members who are enrolled in B&W I or have comparable experience. Each enlarger is labeled with a large number. The accessories needed to use the enlargers are available at the Equipment Office, and come in a Darkroom Kit marked with a corresponding number. Use the enlarger with the same number as the kit. For example: Kit#4, is to be used with enlarger #4. Enlargers and kits with mismatched numbers are not to be used together.

The **Advanced Community Darkrooms (AKA Narrow Room and Darkroom 2000)** are for students and members who are enrolled in B&W II or higher or have comparable experience. B&W I students/members are not permitted to use the advanced darkrooms. The same procedure for checking out kits will be used in the advanced darkrooms.

All enlargers have a locking screw. Make sure it is released before adjusting the height of the enlarger head. If you cannot locate the locking screw, please consult an EQ staff member.

If you are the first student in the lab and the chemistry is already out but covered with Plexiglas, check the chemistry and use it if it is still good. Developer and stop change color when exhausted. Fix must be tested with **hypocheck**. When the developer or stop is exhausted empty it into the sink. When the fixer is exhausted pour it into a pitcher and carry it back to the Silver Recovery Unit in the Daylight Room. (Please don't dump fix down the drain!)

It is impossible to overstate the importance of cleaning up after yourself and

discarding wastes. It will make the difference between a functioning darkroom and an unusable mess. Each student is responsible for their enlarger booth.

**Failure to clean up after yourself will result in fines and/or loss of access.**

A tray will come with your kit. **Carry all wet prints with a tray!**

**Always carry a towel and only handle equipment with dry hands!** Chemistry and water will ruin the equipment. Do not set trays or anything wet in enlarger booths. Discard all test strips, scraps, etc., in the large trash can. **The last student or member out is responsible for making sure everything is off: water, safelights and timers. Cover the chemistry with the large Plexiglas sheets found under the sinks.**

**RC Print Dryer**

All prints must be washed 5 minutes in the circular washer before putting them in the dryer. Fixer will ruin the rollers! No new prints can be introduced during the 5 minute wash.

**Alternative Processes Area**

The Alternative Processes Area has seven individual darkrooms used for film processing, printing and/or non-silver techniques. These darkrooms can be reserved at the Equipment Office under the same policies and procedures described earlier under "In-House Reservations."

Each individual darkroom is locked. The keys are available at the Equipment Office. When you're finished, empty your trash into the large trash can in the general work area. Because of the hazardous nature of some non-silver chemistry, cleanliness is especially important in the Alternative Processes Area.

**After Hours**

When printing after hours (see page 14), make sure to lock your printing kit in the locker by the In-House window when done. Leave your clean & dry tray on the After-Hours tray table in the Wet Room, along with any over-sized items. If you are the last one working in a given area, make sure to turn off all lights and equipment. Everyone **MUST** turn off their enlarger's timer when done printing. If staying after hours without a printing kit, clean and dry all equipment and leave on the After-Hours tray table.

## Important Photochemical Safety Precautions

Photographic chemicals are hazardous. To protect your health please read the following:

- Use the tongs or wear gloves when working with the chemistry.
- Wash hands thoroughly with soap and water when finished in the labs.
- We recommend that contact lenses not be worn in the darkroom. The chemical vapors may cause an irritation to the eyes.
- Note the location of eyewash stations in each chemistry area. If chemicals get in your eyes, flush with the eyewash solution immediately.
- If you are pregnant inform your instructor immediately. The chemicals could cause birth defects.

For more information about the chemicals being used, there are Material Safety Data Sheets (MSDS) hanging near the entrance to the processing room. For further reading, the book *Overexposure: Health Hazards in Photography* is available at the Pittsburgh Filmmakers Library.

## ANALOG FILM EDITING

Pittsburgh Filmmakers offers reservable bench editing suites to be used for either 16mm or Super-8mm editing. There are also Steenbeck flatbeds for 16mm editing. While in the Film Editing Rooms students are responsible for cleaning up their film trims and splice litter before they leave. Any editing debris (including film trims) left behind will be disposed of.

# AFTER-HOURS ACCESS

When the operating hours of the Equipment Office end for the day, students and members are permitted to remain working in the building. This is called After-Hours Access, and it is a privilege that will be revoked from any individual unable to adhere to the after hours rules. Firstly, these rules serve to keep people working in the building safe. Secondly, these rules serve to keep the equipment and facilities secure.

After-hours Access is a privilege offered to all students and members at Pittsburgh Filmmakers. **Any behavior that jeopardizes the safety of other students and members or endangers the facility and equipment will result in immediate termination of all access.** Surveillance cameras are in place for your protection and to insure that our policies are followed when staff may not be present.

## **How to take advantage of After-Hours Access:**

The first step in being able to work after the Equipment Office is closed is to **be in the building and working before the Equipment Office is closed.** The doors are locked promptly at closing time. No one will be permitted to enter the building once the doors are locked.

If you are working in the building at closing time, an Equipment Office staff-person will come around to sign you in on the after-hours record sheet. Only people working after-hours may stay past closing time. Those who are in the building, but not checked-in at the Equipment Office will be ushered out. Once everyone in the building has been signed-in, the after- hours record is placed outside the In-House equipment office. Anyone working after-hours must sign out on the after-hours record sheet when they leave. Students and members must find the line on which they signed-in earlier and sign their name and the time of their departure from the building. Failure to sign-out will result in a \$5.00 fine.

Once the doors to the building have been locked, the only time they may be opened is for after-hours workers to exit the building. Opening the doors for any reason other than to leave will result in loss of after-hours privileges. Under some circumstances, violaton of this rule will be grounds for termination of all equipment access. Propping the door open to smoke, have food delivered, or for another person working after-hours to run to their car are all violations of this rule. Letting someone into the building after-hours or asking to be let into the building after-hours will result in termination of all equipment access.

The last person in any work area is responsible for leaving that area in a clean

and orderly fashion. They are also responsible for turning the lights out in that work area. Leaving a messy space or leaving the lights on will result in fines or suspension of access. If you are given a key to a room, lock that key in the room when you are leaving, along with any accessories or Print Logs. Failure to comply with after hours printing policies will result in the loss of those privileges. For instance, if you stay after hours on a printer and do not leave a Print Log, you will not be permitted to print after hours again.

**If you experience any equipment or facility problems after hours, please leave a note in the *After Hours Trouble Log*, located next to the sign in/out sheet at the In-House Equipment Office.**

Additional after-hours responsibilities are specific to what facility is being used. For questions regarding after-hours duties specific to the space you are working in, ask the Equipment Office Staff before the Equipment Office is closed, or when you are being signed-in.

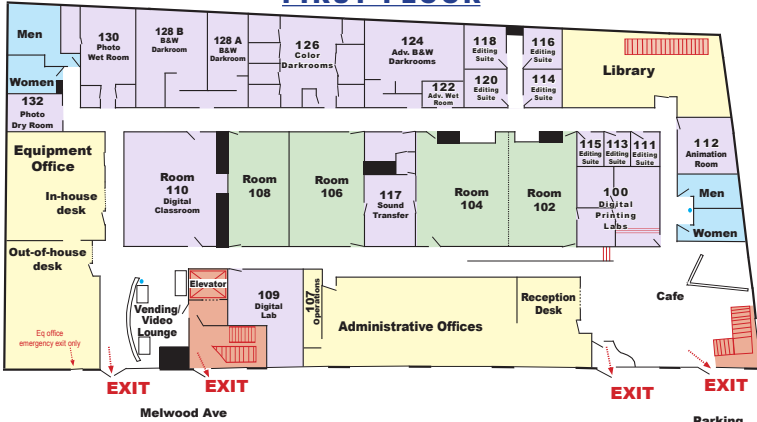
**Don't forget to sign out!**

### **AFTER-HOURS SECURITY CONSIDERATIONS**

Before working after hours, please familiarize yourself with the floor plan of the building (see below) and be aware of where all the emergency exits are located. If any of the emergency exits are opened, an alarm will sound and the security monitoring service will be notified. If at any point the safety of yourself or others in the building is in question, don't hesitate to call 911. There is a pay-phone in the vending machine area if you need a phone. There is also a University of Pittsburgh emergency call box on the corner of the building across the street, under the blue light.

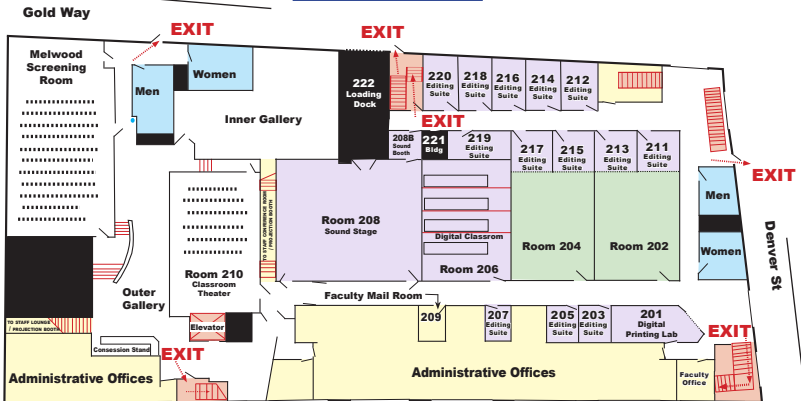


## FIRST FLOOR

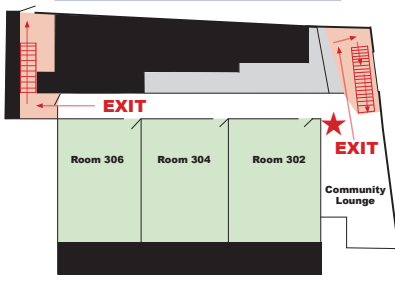


Did you get a parking permit if you need one?

## SECOND FLOOR



## THIRD FLOOR MEZZANINE



- Exits / Stairs / Elevator
- Bathrooms
- Production Facilities
- Seminar Rooms
- Administrative
- Mechanical / Facilities
- Water Fountains

## LILIPUT COFFEE & CAFE

Liliput Coffee & Cafe is located in front of the Admin desk. The Cafe offers delicious food and specialty brewed coffee and espresso, and is open 8am - 8pm Monday-Thursday, and 8am-3pm on Fridays. If you would like to shoot in Liliput, you must have their permission, and you may not tamper with their equipment in any way.

## LIBRARY

HOURS:

Monday - WEDNESDAY

1:30 PM - 6:30 PM

Saturday

10am - 2pm

After you receive your Pittsburgh Filmmakers student ID card you should visit the Pittsburgh Filmmakers Library. (Located just past the café restrooms.) With your student ID you can get a library card.

With that library card you can check out books and post-production materials. Sound effects, royalty-free music, stock footage, and text books can be checked out for 3 days at a time. All other books can be checked out for 2 weeks.

We also have DVDs for viewing in house. Magazines stay in-house though we have a copy machine for ten cents per page. We have computers with Internet access. Printing papers also costs ten cents per page.

[www.librarything.com/profile/PittsburghFilmmakers](http://www.librarything.com/profile/PittsburghFilmmakers)  
[library@pfpca.org](mailto:library@pfpca.org)