



ROLAND CAÑAMAR
Studio Chief

DISTRICT OFFICE
1181 N. Knollwood Cir.
Anaheim CA 92801
(714)836-1853

SILVER DREAM FACTORY
BUREAU
OF
REGULATIONS
4.18.15

P.A. WORK SHEET

These tasks will need to be performed daily

1. Empty crafty room trash cans to dumpster located in the front parking lot by the street.
2. DO NOT Empty re-cycle trash cans (Silver Dream staff will do that.)
3. Wipe down crafty tables (cleaners & cloth are available in crafty area.)
4. Sweep crafty floor or mop if necessary.
5. Sweep bathroom floors or mop if necessary.
6. Empty trash cans in bathroom (re-line with WHITE trash liners located in bathroom.)
7. Empty trash cans in lobby and makeup room (re-line with WHITE trash liners.)
8. Vacuum lobby, hallway and make up room (all carpeted areas.)
9. Wipe down desks, tables, makeup tables.
10. Return all props to original placement.
11. Re-set and return all sets that were used to original decorated positions.
12. Return all wardrobe, place on hangers and back on the proper racks.
12. Pickup all trash on floors & sets (water bottles, etc.)
13. All tape marks must be removed from floor at end of your shoot.
14. Pickup all trash on backlot, parking lot, sidewalks.