



**Aalto University
Studios**

Marsio / Digital Studio
Safety guidelines, 18.9.2025

Digital Studio safety guidelines

Studio operating hours on weekdays: 8:00 – 20:00 (studio staff available only 7h per day)

General safety rules

- Before using ANY technical equipment ask instructions from studio staff
- Working alone in studio is forbidden, at least two people must be present if studio staff is not available
- Students must complete a safety orientation with studio staff before using the space
- Work safety regulations need to be obeyed
- Eating and drinking in the studio and control room is forbidden
- Smoking in the studio is forbidden
- Staff is present on weekdays at the studio 7h per day
- Longer working hours must be agreed upon in advance with studio staff
- Productions and courses need to share their timetables to studio staff before booked days
- Studio is equipped with basic equipment. All extra equipment needs to be booked from Takeout by the production
- Studio maximum crowd capacity options are shown on the big doors of the studio 60 / 330 persons.
- All peripheral spaces need to be booked separately. Example, Green Room, makeup room, control room, etc.
- Rescue Plan can be found <https://aalto.pelsu.fi/Marsio/> . Every person working in the studio should be familiar with this plan

Rigging and lifts

- All overhead rigging must be done with Aalto studios staff or professional rigger present (min. 5 year's experience of rigging plus orientation of studio space by Aalto staff)
- Truss motors height can be changed by users after truss console training
- Load capacity can be found on each truss line
- Safety regulations must be obeyed when rigging lights. Using proper rigging gear, clamps properly tightened etc.
- Safety wire must be used on all overhead rigged equipment
- Every light must have safety wire on all peripherals, barn door, power source, etc.
- Aalto Studios does not have a scissor lift that can reach the studio ceiling. Production needs to rent this device (with their own budget) if they need to access the ceiling. Only trained professionals may operate scissors lift.
- Production must hire stunt coordinator if they plan to do stunt work in the studio. For example, wire work / flying of actors, falling, fighting etc.
- Rigging people to chain lifts or trusses is forbidden. All rigging of humans must be done from rig points on ceiling beams



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Fire and safety regulations

Hot work and fire:

- Usage of theater cigarettes or candles is allowed, but production must apply for written 'hot work' permission in good time before booked day. Please contact Rolando Camilo if you have any needs involving 'hot work' at the studio
- Usage of theater smoke / fog is permitted. Studio staff will turn off the AC and turn off the fire alarms. Always check that all doors are closed

Water usage:

- Only small amounts of water is allowed at the studio, max 20-30 liters. Water hose usage is forbidden. Studio floor can not get wet!
- Only factory made water tanks are allowed with small amount of water inside, max 30 liters. Set design / home made water tanks are forbidden
- Aalto studios set design and studio staff need to be present at the studio when using water. Please contact studio staff and set design staff in good times before

Sets:

- Production can bring set elements and props to room 1570 Assembly area few days before production starts at the studio space
- Production can bring props and sets into the studio when reservation starts
- Sets / equipment can't be in front of emergency exits. Access to emergency exits must be kept clear at all times
- Sets must be as ready as possible before coming to the studio
- Set building / painting must happen mostly in wood workshop not in the studio
- All dust work, dirty materials, spray painting etc. are forbidden
- Set building needs to happen together with professional set builders. Building alone without staff is forbidden. Props can be arranged without staff on site
- Drilling / screwing to studio floor / studio walls are forbidden. Floor has water-circulating underfloor heating

Doors and keys, closing protocol

- Studio space needs to be empty when your reservation ends. Please move all sets, props and equipment to room 1570 and Takeout devices back to Takeout
- Clean the space after your production
- Ensure all equipment are unplugged and returned to its original location
- All tapes and marks on the floor and wall must be taken off after production
- All doors must be shut

Studio staff / technical consultation:

<https://studios.aalto.fi/digital-studio/>

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Space reservations and hot works permissions:

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