

SOP: Fixture and Prop Maintenance Procedures

This SOP details **fixture and prop maintenance procedures**, including regular inspection schedules, cleaning protocols, damage assessment, repair and replacement guidelines, safety checks, and documentation of maintenance activities. The purpose is to ensure all fixtures and props are kept in optimal condition, safe for use, and visually consistent to support seamless production operations and enhance overall performance quality.

1. Scope

This SOP applies to all fixtures and props used in productions, sets, or displays, regardless of material, size, or location.

2. Responsibilities

- Maintenance Team: Conducts inspections, cleaning, repairs, and documentation.
- Stage/Production Manager: Oversees compliance, approves repairs, and ensures safety protocols are followed.
- Users/Operators: Report observed issues or damages immediately.

3. Regular Inspection Schedule

Item Type	Frequency	Method
Frequently used fixtures	Weekly	Visual & functional check
Props (stage, handheld)	Before each use	Visual inspection
Large fixtures/sets	Monthly	Comprehensive inspection

4. Cleaning Protocols

1. Use appropriate cleaning agents for each material type (wood, metal, fabric, plastic).
2. Wipe down surfaces to remove dust, stains, and residues.
3. Allow items to dry before storage or use to prevent mold or corrosion.
4. For delicate items, use soft cloths and avoid abrasive materials.

5. Damage Assessment

- Check for physical damage: cracks, warping, tears, loose parts, discoloration.
- Document all findings with photos and detailed notes.
- Prioritize repairs based on safety risks and production schedules.

6. Repair and Replacement Guidelines

1. Minor repairs (tightening screws, minor patches) can be handled by maintenance staff.
2. Significant repairs or structural issues require supervisor approval and, if needed, specialist intervention.
3. Items uneconomical to repair must be replaced. Remove damaged items from service immediately.
4. Record all actions in the Maintenance Log.

7. Safety Checks

- Verify stability, security of fastenings, and absence of sharp edges or hazardous materials.
- Test moving parts for smooth, safe operation.
- Confirm electrical safety for powered fixtures (no frayed wires or exposed components).
- Tag and remove from use any item failing safety checks, pending repair or replacement.

8. Documentation

- Maintain a digital or physical Maintenance Log, including:
 - Date and type of maintenance performed
 - Items/services involved
 - Findings and actions taken

- Name of responsible personnel
- Archive inspection records for a minimum of two years or as required by company policy.