

CLIFTON PRODUCTIONS – PROCEDURAL WORK METHODS

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1 – UNLOADING/RELOADING TRANSPORT OF GEAR

- Relevant fork licence holders to unload trucks – NO ONE ELSE!
- Any movement of cases in truck to handled by 2 personel, BE SAFE!
- Pipe stillage to be secured before moving anywhere on site, pipe not to be stored on floor at gear dump, it lives in the pipe stillage, BE SAFE!
- Truss stillages NOT to be overloaded.
- When restocking lighting stillages..
 - 400w METAL HALIDE – Make sure cable plug is NOT under lamp, cable to be looped so it does not get damaged, yoke to be at 90 ° to lamp and tight, safety wire to be clipped back onto itself.
 - BANNER FLOOD – Same as above only 2 per hole, opposite each other, safety wires to be looped then taped.
 - MULTIPAR – Load from bottom to top, yoke vertical to lamp and secure to travel, cable secured in loop over hookclamp, gel frame with lamp, safety wire to be clipped back onto itself.
 - MSR PAR – Take care in loading in/out of case as is extremely tight fit DO NOT FORCE, make sure yoke is secured vertically, and parallel to ballast, gel frame removed from lamp BEFORE entering case (put on top before closing lid), safety wire to be clipped back onto itself.
 - MOVING LIGHTS- To be handled with extreme care by 2 personel, when reloading in/out case make sure yoke is secure lock if possible before entering case, cable to be secured as to not crush it when shutting lid, safety wire to be clipped back onto itself.
- Cable stillages not to be overloaded and all cable rolled to be secured by electrical tape ie: small cables = 2 wraps is sufficient, larger cables= 3 wraps is sufficient 3phase cable = 4 wraps
- Spanset stillages – 2 metres to be tied, 10 metres to wrapped with electrical tape after being layed in 2 metre length overlapped.
- 1T and 1/2T Motors on pallets, 4 cases per pallet, CP logo to opening in pallet. (When lifting 1T motors, 2 personel.)
- Banner flood cases, 2 per pallet.

2- RIGGING (ROOF)/ RIGGING (FLOOR)

RIGGING (Roof)

As most of the rigging that happens in the air is carried out by qualified riggers, I won't be writing out procedures on how to do their work. Only a few new points to raise.. (also see EWP Methods)

- Cable now to be secured in roof via daisy chains
- All riggers to carry Radios and to be left ON!
- All machines to be checked and logged in book before entering venue. THIS IS IMPERATIVE! NO EXCEPTIONS!
- Harness's must be worn properly- FULL BODY (WorkCover may be watching)
(More in EWP Section)

GROUNDYS

- All groundys must ACTIVELY be watching the EWP movements and anticipating any future movements of gear that needs moving out of aiseways before the boom arrives as to keep the workload flowing. (contact Simon or Myself to get moved via fork)
- All groundys must organise any relevant gear that the rigger may require or gear to return to the gear dump, if too busy to do yourself- speak on the radio to myself or Joel.
- Any banners that come out of the roof must be handled like eggs with clean hands or via gloves(supplied).
(More points in Banner Section)

RIGGING (Floor)

- Truss – All truss must have at least 2 x spigots and 4 bolts, if 1 spigot is used double up on bolts. (BOLTS MUST BE SECURE, do not overtighten.)
- Any 2mm Gripple wire used to hang banners or anything need to be safetied via a figure 8 knot around 50mm from gripple then trimmed to be neat.
- Any 5mm Gripple wire used must be secured via locking pin (If possible) in Gripple.
- Try to use fixed steels where securing heavy loads as Gripples are only a friction device. Any queries consult qualified riggers.

- When lifting 1T motors out of case, get another person to help – Do not injure yourself. VERY HEAVY!
- When rigging a pipe for a banner flood, use 2 x scaff clamps where possible to keep the pipe flat.
- Before attaching shackle to motor/block make sure truss is in correct spot (check plot before raising to work height) and ensure load chain on block is free of pull chain (NOT INSIDE LOOP)
- When attaching spansets to motors/blocks to lift truss, make sure truss is sitting level and NOT on an angle – spanset must be equal length either side (EXCEPT for truss corners as they are different) and free of twists.

3 - INSTALLATION OF LIGHTING/ CABLING/TRUSSING

- LIGHTING –

When rigging any lights on truss...

- Hook clamps must be tightened to truss and nut/bolt on hookclamp tight.
- Safety wires must be used on all lamps, if a lamp does not have one, get one from the drawers case or use 2mm gripple wire.
- Leave sufficient cable and safety wire so that the lamp can be focused in any way, safety wires only need to be attached to truss not tight and restricting lamp movement ie: we require full movement of lamp head when focusing.
- Any glass lensed lamp (Multipar or Msr) must have a sufficient wire frame (Gel frame) or wire mesh to catch any glass that may crack during a show. THIS IS IMPERATIVE!
- Never rig a lamp close to a spanset. As it may melt internal synthetics rendering the spanset unsafe to use.
- Banner floods must have their own safety back to the truss if on a pipe and even if rigged on the truss, tighten yoke bolts if needed to stay flat in focus.
- Check all lamps before rigging ie: Cracked lenses, cracked face plates (400w Halides), cracked hinges for faceplate (Bannerflood)
- Power up lights before raising to work height to check circuits, if using weiland cable to power lights, Power up through the weiland and male header to check circuits.

- CABLING -

- Motor Cable is NO LONGER to be run out to 10m length and excess on truss, keep as separate and try to use RELEVANT lengths as to size of rigs.
- When securing weiland off the truss to travel to the mezzanine attach tape (4 wraps) at 2 points with a small loop. (Will be shown at training days)
- After checking power on lights remove the male header until on mezzanine ready to patch into distros.
- Try and use relevant size cable (where possible) on rigs and back to the mezzanine so that we minimise joins in the air, if not possible riggers will create a loop on in the air. 240v cable joined in air must be knotted before plugged in to each other.
- NO cable is to be figure 8ed on mezzanine, run out up and back NEATLY! So no induction currents are formed.

- Any cables crossing mezzanine need to be cable ramped.
- DISTRIBUTION –
 - When using distros, use a short 3Ø phase cable to get distro away from powerboard to lay cable neatly.
 - When patching distros be careful when you have more than 2 x plugs in each outlet as you may overload the outlet. Check what is patched in each line before patching, into supply feed.(Distro)
- 3Ø Distros = 32 AMP supply = 6 x 20amp OUTLETS
 - Which means if you have 2 leads loaded to 10amps, that is all you can patch into 1 x Outlet (2 x 10amps = 20amps)
 - If only loaded to 5 or 6 amps 3 x leads can be plugged into 1 outlet (3 x 5amps =15amps. 3 x 6amps = 18amps)

Bannerflood	= 0.65 amps	Maximum 12 per weiland line 15 per 240v lead.
Metal Halide	= 2 amps	Maximum 4 per weiland line 5 per 240v lead.
Multi par	= 2.4 amps	Maximum 3 per weiland line 4 per 240v lead.
MSR (S.spot)	= 5 amps	Maximum 2 per weiland (only if 1 line is spare) 2 per 240v lead.

Weiland Cable = Maximum Load 8 amps for each Circuit NOT 10amps.
 240volt Cable = Maximum Load 10amps per lead.

4 – BANNERS

- When working with banners please use CLEAN hands or use the cotton gloves supplied.
- The Banners we rig are NOT owned by us! RESPECT banners as they need to be kept in the same condition as when we receive them.
- When banner is to be removed, contact Joel so that a relevant person or people can collect banners once grounded or banner person has marked it correctly.
- 1 or 2 people are required depending on size of banner, to return it directly to Joel after removal from roof. The banner should be rolled up neatly and using nonstick tape below electrical tape (as to not mark banner) and marked.. ie: from what stand it's from? and the stand number. THIS MUST BE DONE!

- If the banner is to be left with the standbuilder you must find out their name and phone number for Joel. DO NOT LEAVE BANNERS UNATTENDED!
- If you are filling in the Banner Checklist for the office please ensure that it is neat and tidy for Anita to read, she is not a codebreaker.

5- TRIMMING RIGS TO HEIGHT

- If a rig is finished apart from the banner consult Joel as to when the banner is arriving before raising rig to trim height.
- Our new standard height of raising a rig above fork height is 3metres to its lowest point.
- If a truss is more than 4 chain blocks, a truss spotter is required as to not damage truss when being raised.
- When using chain blocks to raise truss use carpet squares underneath chain as to not damage stand.
- When using a motor control to raise a rig there must also be a spotter.
- Once the rig has been raised ensure all cable (motor, weiland, 240) and chains are away from aisleways so forklifts do not damage them.

6- BAGGING CHAINS/FOCUSING LIGHTS

- When bagging chains ensure the tail of the chain is looped around the bag support, 150mm is sufficient. It is too enable easier access to the end of the chain when de-bagging. Be careful of surrounding objects on stands when pulling up/lowering down of chains.
- When putting up motor cable onto truss make sure they are coiled neatly before travelling up to rigger/scissorlift, and then placed on truss neatly. Secure with spansets/shackles if needed.
- As you focus lights check that hook clamps and side nuts are tight for duration of show.
- When focusing Multipars try not to focus straight down, the globes do not last like this. Use another lamp for that position.
- Always be careful around hot lamps as they get to higher temp than a standard domestic lamp. Wear gloves where possible.

- When troubleshooting a faulty lamp, Unplug a lamp next to it you know works and if no luck – Change light and return to gear dump to be fixed/relamped.
- If you have no power down a circuit start at the distro end first and work your way back. If you are having trouble consult myself or Bruce for assistance.
- Always remember when working at height to remove items from pockets and tools must be secure via lanyard to Ewp or self.

7- DERIG SEQUENCE OF EVENTS

- Mezzanines are to be de-cabled/gear removed back to gear dump To be packed away neatly is case's are available, if not stack in same type piles and pack away as case's stillages become available. As this is happening the riggers will unbag chains, drop motor cable and remove power ready for rigs to be lowered.
- Once we have clear floors we will notify you which rigs to take down first and then continue from there stand by stand or hall by hall depending on size of exhibition.
- We will have stillages usually in each hall for gear to be packed away as it comes down. Don't leave motors on the floor, put straight into case's as you go and run them out ready for next job. When you put chains back in bags for travelling- lift block and feed chain inward and clip block hook to inside of bag so stop tangling chain.
- If you need case's/stillages make a radio call and get them.
- Keep gear dump tidy at all times especially during a derig as it ensures a safe environment to work in.

8- MEAL BREAKS/TIMESHEETS/DRAWERS CASE/RADIO USE

- Smoko break will be announced via radio each morning approx. 9-10am depending on schedule and workload
15 min MAXIMUM
- Lunch break will be announced each day around 1pm depending on schedule and workload.
45 min MAXIMUM
- Timesheets and buzz clocks must be used each day worked to ensure payment. Check the rear of the job folder for t.sheets.

- The drawers case is for Cliftons equipment we need on the job, it is not a personal locker, keep your tools with you during the day and take them home at night. You work more efficiently with the right tools on you.

9- ELEVATED WORK PLATFORMS

- Full body harness's must be worn when in boomlifts
NO EXCEPTIONS! Workcover will fine you personally!
- All machines must be checked of all their functions and logged accordingly before entering venue in the Log book found in the waterproof satchel in the machine.
- Boomlift use requires a groundy/spotter at all times, they should make an effort to keep wheels free of tape or string as it gets stuck in the axle.
- Make sure Scissorlift is charging when not in use, do not leave 240 volt cable everywhere on the dock.
- Always ensure any job you are carrying out in the air has been thought to be the safest way to achieve the outcome.

Plan your method and follow the rules we don't need accidents.

10-CLIENT LIASION

- If a client, potential or current approaches you regarding their stand please politely inform them that you will get you supervisor ie: Sprogey, Joel or Chris to discuss their ideas/problems/changes. We are employed to do this – You are not!
- The only exception is if you have been sent to that stand to work with them directly, any queries consult Paul, Joel or Chris