

**SOUTH WINDSOR BOARD OF EDUCATION
1737 MAIN STREET
SOUTH WINDSOR, CONNECTICUT**

SPECIFICATIONS

FOR

Bid No. 1920-003

**TIMOTHY EDWARDS MIDDLE SCHOOL
AUDITORIUM SAFETY INSPECTION REPAIRS**

BIDS WILL BE RECEIVED UNTIL:

Tuesday, September 10, 2019

AT

11:00 A.M.

Ms. Chris Chemerka Director of Finance & Operations

Mr. Patrick T. Hankard Director of Facility Operations

SOUTH WINDSOR PUBLIC SCHOOLS
Bid #: 1920-003

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Attached document:

**Sapsis Rigging Inc.-Timothy Edwards Middle School
Auditorium Safety Inspection Report**

SOUTH WINDSOR PUBLIC SCHOOLS

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SECTION I **INVITATION TO BID**

TIMOTHY EDWARDS MIDDLE SCHOOL AUDITORIUM SAFETY INSPECTION REPAIRS

1. Specifications for the Bid No. 1920-003, TEMS-Auditorium Safety Inspection Repairs may be obtained on the South Windsor Public Schools' website, <http://www.southwindsorschools.org> under "Central Office," "Business Services," "Bids and RFPs".
2. **A mandatory pre-bid walk through will be conducted on Thursday September 5, 2019 at 1:00 P.M.** Bidders should meet at Timothy Edwards Middle School, 100 Arnold Way, SW. **Bids will not be accepted from any firm that does not attend.**
3. Sealed bids will be received at the Office of the Director of Facility Operations, 1737 Main Street, SW, Rm. 100 until **11:00 a.m. on September 10, 2019**. Bids will be publicly opened and read aloud.
4. The South Windsor Board of Education reserves the right to waive any informalities in Bids; to reject any or all bids; or to accept the one that in their judgement will be for the best interest of the South Windsor Board of Education.

Patrick T. Hankard
Director of Facility Operations
South Windsor Board of Education
1737 Main Street
South Windsor, CT 06074
phankard@swindsor.k12.ct.us

SOUTH WINDSOR PUBLIC SCHOOLS

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SECTION II **SUBMISSION OF BIDS**

1. Bids must be submitted on forms supplied in this bid document.
2. Time and date for submission is contained within this document. Bids received after the specified time and date of bid opening given shall not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the bid opening. Name and address of the Bidder should appear in the upper left hand corner of the envelope.
3. Incomplete bids may result in the rejection of the bid. An original and one copy of the proposal schedule shall be submitted to the BOE. All bids must be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation to bid.
5. The BOE is exempt from excise, transportation and sales taxes imposed by the Federal Government and/or State. Such taxes must not be included in bid prices.
6. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
7. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or service and is in all respects fair and without collusion or fraud.
8. All bids will be opened and read publicly; and upon award are subject to public inspection.
9. **References: Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.**
10. Interested parties are encouraged to submit supporting documentation that is pertinent to the thorough evaluation of the bid.
11. The lump sum price for this Project shall include all materials, equipment, labor, supervision, overhead items, profit, protection and precautions and all other incidental costs necessary for construction. Lead Time to prepare shop drawing submittals. Lead Time from date of receipt of approved shop drawing submittals to shipping date.

SECTION III

SOUTH WINDSOR PUBLIC SCHOOLS

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AWARD OF CONTRACT

1. The owner reserves the right to award the contract to the bidder offering the best value in the interest of the Owner but not necessarily award the contract to the bidder submitting the lowest bid.
2. The Owner reserves the right to reject any or all bids and to waive defects or informalities in any bid if it is deemed to be in the best interests of the Owner to do so. The Owner also reserves the right to select or reject in part or in total any and/or all the supplemental bid items and not necessarily in the order in which they appear in the proposal form.
3. The intent of this Project is to have a completed, finished, working Project whether or not any particular wording or direction is inadvertently omitted or not clearly stated.
4. Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish, and to furnish with his bid a cut or illustration or other descriptive matter which will clearly indicated and give specification as to the product he proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification, the item should be identified on the bid form by entering the i) make, ii) trade name, and iii) model number. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to insure that the items received are in fact the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense
5. All supplies and workmanship shall be subject to inspection and test after arrival at destination. In case articles are found to be defective, or otherwise not in conformity with the specification or requirements, the Board shall have the right to reject such articles, and shall incur no cost whatsoever for a reject article(s).

SOUTH WINDSOR PUBLIC SCHOOLS

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SECTION IV **SPECIFICATIONS**

1.01 GENERAL

- A. The South Windsor Public Schools is seeking proposals from qualified auditorium rigging repair contractors to correct identified rigging deficiencies in the Timothy Edwards Middle School auditorium located at 100 Arnold Way in South Windsor, CT.
- B. The intent of this Request for Proposal is to seek a lump sum price to provide proper repairs to deficiencies identified in Sapsis Rigging Inc.'s August 16, 2018 Timothy Edwards Middle School auditorium Safety Inspection Report. All repairs must be inspected and approved for final acceptance.
- C. The project will be funded by the South Windsor Public Schools.
- D. All repairs are intended to meet manufacturer specifications, National Building, Fire and Safety Codes, OSHA Regulations, recognized standards from independent testing organizations, and ANSI Standards.
- E. Included in the proposal shall be the following scope of work:
 - 1. Added fire extinguishers, with highly visible signage.
 - 2. All cables dressed neatly out of the way of walkways.
 - 3. Correct all stage rigging deficiencies noted in the Safety Inspection report.
 - 4. Correct lighting battens support to the FOH catwalk deficiencies noted in the Safety Inspection report.
 - 5. Correct auditorium speaker supports and connections as identified in the Safety Inspection report.
 - 6. Provide lighting instrument safety cables as noted in the Safety Inspection report.
- F. Provide before and after photos at all repair locations as part of the final approval requirements.
- G. Work will occur during the fall of 2019 and shall be completed by November 1, 2019.

1.02 Pre-Bid Conference

- A. A mandatory pre-bid conference will be held at the site on September 5, 2019 @ 1:00 p.m. in order to acquaint all potential bidders with project site, typical site conditions and to field technical and administrative questions. Bids will not be accepted from any contractors who are not present at the pre-bid conference or who have not received the Contract Documents by that time.

SOUTH WINDSOR PUBLIC SCHOOLS

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ADMENDMENTS

- A. South Windsor Public Schools will post any addenda on their website, <http://www.southwindsorschools.org> under “Central Office,” “Business Services,” “Bids and RFPs”. **Each respondent is responsible for checking the websites to determine if the South Windsor Public Schools has issued any addenda and, if so, to complete its response in accordance with the RFP as modified by the addenda.**

1.03 SUBMISSION OF PROPOSALS

- A. Proposals shall include the following information:
- Total lump sum cost of materials, labor, overhead and profit (Tax exempt)
 - Lead Time to mobilize
 - Acknowledgement of receipt of any and all addenda.
- B. Sealed bids clearly marked, “Auditorium Safety Inspection Repairs/Timothy Edwards Middle School” in triplicate, shall be received by September 10, 2019 @ 11:00 a.m. at:

South Windsor Public Schools
1737 Main Street.
South Windsor, CT 06074
Attention: Patrick Hankard
Director of Building Maintenance

There will be a public bid opening at 11:00 am at 1737 Main Street South Windsor Room 100. Bidders are welcome to attend the bid opening.

1.04 ACCEPTANCE OF PROPOSALS

The South Windsor Public Schools reserves the right to accept or reject any or all proposals in the best interest of South Windsor Public Schools and the Town of South Windsor.

1.05 RELATED DOCUMENTS

- A. General Conditions, Terms and Conditions and any other documents provided by South Windsor Public Schools at the time of documents issuance are a part of the Request for Proposal and shall apply to all equipment, materials or work specified or relating to this project.

SOUTH WINDSOR PUBLIC SCHOOLS

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- B. Where items of the General Conditions or other documents are repeated herein or in other Sections of the Specifications, it is merely intended to qualify or to call particular attention to them. It is not intended that any other parts of those General Conditions or other documents shall be assumed to be omitted if not repeated herein.
- C. In the event of a discrepancy in the reports between specifications, building codes, OSHA regulations and ANSI standards, the most stringent requirements shall be met, and a professional rigging inspector, the Owner and/or Engineer shall confirm such decision.
- D. The following documents shall be included as a part of this RFP:
 - Sapsis Rigging Inc.'s Timothy Edwards Middle School Auditorium Safety Inspection Report

SOUTH WINDSOR PUBLIC SCHOOLS
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SECTION V
ADDITIONAL CONDITIONS

The execution of a contract binds the vendor to all applicable State labor laws and regulations. All such standards, laws and regulations shall be binding to the same extent as if they were copied at length herein.

Each contractor shall be subject to, and shall comply with, the following requirements, included herein by reference, to insure, through affirmative action, that qualified employees and applicants for employment are not discriminated against because of race, religious creed, national origin, age, sex, marital status, sexual orientation or disability.

Said requirements shall include compliance with all applicable, federal, state, and local statutes, ordinances, and regulations relating to discrimination in employment. It shall be the responsibility of the contractor to be familiar with and knowledgeable about the above.

The apparent successful contractor may be required to undergo a pre-award compliance review for the purpose of ascertaining whether, in the opinion of the Board, the contractor is willing and/or capable of complying with the above.

SOUTH WINDSOR PUBLIC SCHOOLS

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SECTION VI
PROPOSAL FORM

DATE _____

**SOUTH WINDSOR BOARD OF EDUCATION
1737 MAIN STREET
SOUTH WINDSOR, CT 06074**

Pursuant to and in compliance with your "Advertisement" for bids and "Instructions to Bidders"; relating thereto, the undersigned,

(Name of Bidder)

Having carefully examined the premises, and complete specifications together with all addenda issued and received prior to scheduled closing time for receipt of bids hereby offers and agrees as follows:

To provide all materials, labor and equipment necessary in accordance with the attached specifications.

Bidders shall not include Federal Excise Taxes nor State of Connecticut Sales Taxes for which South Windsor Public Schools are exempt.

The right is reserved to purchase either by the item or the total items indicated.

After the opening of bids, all bids will stand available for a period of sixty (60) days.

All work shall be in accordance with the attached specifications.

The Contractor is expected to furnish all labor and materials and all costs applicable will be shown as the total Bid.

SOUTH WINDSOR PUBLIC SCHOOLS
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Total Cost: \$ _____

Lead Time to mobilize _____

Addenda Receipt

Receipt of the following Addenda is hereby acknowledged:

Addendum No. _____ Date _____ Addendum No. _____ Date _____

Addendum No. _____ Date _____ Addendum No. _____ Date _____

NAME OF BIDDER: _____

AUTHORIZED SIGNATURE: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY & STATE: _____

PHONE: _____

E-Mail: _____

All Bid Envelopes must be sealed and marked with Bid Title, Opening Date, and Time.

SOUTH WINDSOR PUBLIC SCHOOLS
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SECTION VII
CERTIFICATE OF INSURANCE

The Contractor shall carry insurance under which the South Windsor Board of Education shall be named as an additional insured for the whole duration of this work, including the maintenance period provided herein, with an insurance company or companies licensed to write such insurance in Connecticut, against the following risks in not less than the amounts as here indicated:

A. STATUTORY WORKMEN'S COMPENSATION INSURANCE:

With Coverage B, Employer's Liability, Limit of at least \$100,000.00.

The Contractor shall maintain, for the duration of the Contract and for the protection, of all employees engaged there under, workmen's compensation as required by the Labor Laws of the States, and all Municipal and Federal Liability Laws.

B. COMPREHENSIVE GENERAL LIABILITY INSURANCE

Including completed operations, and coverage for the explosion, collapse, and underground hazards, with at least the following limits:

BODILY INJURY AND PROPERTY DAMAGE COMBINED SINGLE LIMIT

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

C. COMPREHENSIVE AUTOMOBILE LIABILITY INSURANCE:

With at least the following limits including non-ownership and hired car coverage as well as owned vehicle:

BODILY INJURY AND PROPERTY DAMAGE COMBINED SINGLE LIMIT

\$1,000,000.00

\$1,000,000.00 Aggregate

SECTION VII
CERTIFICATE OF INSURANCE (Continued)

D. UMBRELLA/EXCESS COVERAGE

Minimum \$2,000,000 Each Occurrence and Aggregate

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E. OWNER'S PROTECTIVE LIABILITY INSURANCE:

The Contractor shall procure, pay for, and maintain Owner's Protective Liability Insurance in the following limits, naming the Owner and the Engineer as Named Insured's and furnishing the Owner with a copy of the Policy:

BODILY INJURY

\$ 500,000 Each Person
\$1,000,000 Each Accident

PROPERTY DAMAGE

\$100,000 Each Accident
\$500,000 Aggregate

It is further understood and agreed that any liability of the South Windsor Board of Education, or its agents concerning any and all work and material necessary is covered within policy limits set forth in this certificate. Certificates of Insurance of this Agreement to assume aforementioned liability of Owners shall be filed with Owner and be subject to his approval, prior to commencement of any work.

The above liabilities shall include not only all damages that may result to any person or property by reason of operations and/or construction, but also during the maintenance period as defined elsewhere in the Contract, where condition of construction is a factor.

The insurance policy or policies shall be delivered to the Board, for the Board to examine and rule on acceptability of the policies and of any endorsements. All premiums or other insurance carrier' charges for such policies shall be paid by the Contractor.

Failure to provide the required insurance and certificates may, at the option of the Board of Education, be held to be a willful violation of the Contract and subject to the provisions of Contract paragraph "Abandonment of Work".

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SECTION VII
CERTIFICATE OF INSURANCE (Continued)

The Contractor agrees to indemnify and to hold the Board of Education and its employees as well as the Town of South Windsor and its employees harmless and defend in any and all liability of every nature and description which may be suffered through Bodily Injuries, including death of any persons, or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission, or by reason of negligence of the Contractor, his agents, employees, his Subcontractors or employees or equipment of the South Windsor Board of Education and/or the Town of South Windsor.

All Policies shall be maintained for the duration of the contract.

In the event of any change in or cancellation of any one or more of said policies, the

Insurance Company will give not less than fifteen (15) days written notice to party to whom this Certificate is issued of such cancellation or change.

The above Insurance requirements shall also apply to all Subcontractors, and the Contractor shall not allow any Subcontractor to commence work until the Subcontractor' insurance has been so obtained and approved.

DATED THIS _____ DAY OF _____ 20 _____

(INSURING AGENT)

BY _____
(AUTHORIZED AGENT)

SECTION VIII
INDEMNITY

The contractor named below, to the fullest extent permitted by law, shall indemnify and hold harmless the South Windsor Public Schools and all of its agents and employees from and against any and all claims, damages, losses, costs and expenses (including attorneys' fees, consequential damages punitive damages and damages arising out of strict liability in tort) arising out of or resulting from the Contractors performance or failure to perform its work including, but not limited to, any claim, damage, loss or expense which is (a) attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) caused in whole or in part by any negligent or intentional act or omission of the Subcontractor or anyone directly or indirectly employed by him or anyone for whose acts he may be liable, regardless of whether it is caused in part by a party indemnified here under.

Signature:

Title:

Contractor:

Date:

SOUTH WINDSOR PUBLIC SCHOOLS
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SECTION IX
AFFIRMATIVE ACTION

SOUTH WINDSOR PUBLIC SCHOOLS
1737 Main Street
South Windsor, CT 06074

TO: All Contractors

FROM: Chris M. Chemerka, Director of Finance & Operations

SUBJECT: Affirmative Action

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy with your bid response.

STATEMENT OF POLICY

It is the employment policy of _____ that there will be no discrimination against anyone on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, pregnancy, genetic information, or gender identity or expression in making employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination.)

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Date

Telephone #

Fax #

Signed (Name/Title of Company Officer)

Street Address

City/State



Safety Inspection Report

Auditorium

Timothy Edwards Middle School
100 Arnold Way
South Windsor, CT 06074

3883 Ridge Avenue
Philadelphia, PA 19132

800-727-7471

www.sapsis-rigging.com

Requested By:	Steve Hamelin
Inspection Date:	August 16, 2018
Inspector:	Christopher Harris

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Statement of Purpose

Rigging inspections are conducted by Sapsis Rigging, Inc. to help make performance spaces a safer place to work, perform and visit.

We conduct our inspections using the following criteria:

- Manufacturer specifications.
- National Building, Fire and Safety Codes.
- OSHA Regulations.
- Recognized standards from independent testing organizations.
- ANSI
- Common sense.

A professional rigging inspection should be conducted on an annual basis. To further reduce the likelihood of accidents, these inspections should be part of a well-documented, ongoing maintenance program incorporating all areas of the performance facility.

Structural Report

As a service to the client, Sapsis Rigging, Inc. will visually inspect, where possible, the support structure of the stage area. However, Sapsis Rigging, Inc. shall not be held responsible for any/all structural members in the facility. If, in the inspector's opinion, a problem exists, or if the client has any questions or concerns regarding any support member in the facility, we strongly recommend that a structural engineer be retained to make the necessary tests and calculations.

General Description

This is a proscenium theater. The onstage rigging systems consist of:

- Three (3) line sets on manual drum winches.
- Nineteen (19) dead hung tracks and battens.

The loft blocks for the winch sets are underhung from the building steel. There is no grid.

The front-of-house (FOH) rigging systems consist of:

- A catwalk lighting position.
- Two (2) dead hung speakers

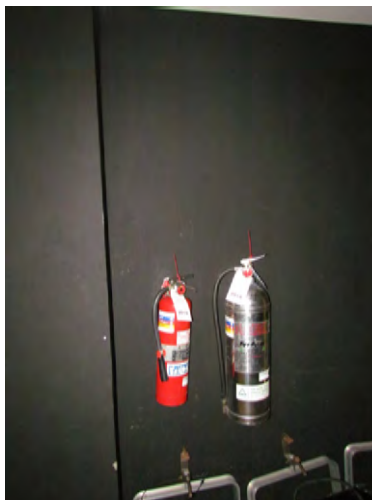
The theater is used for school functions and productions.

1. Fire Safety

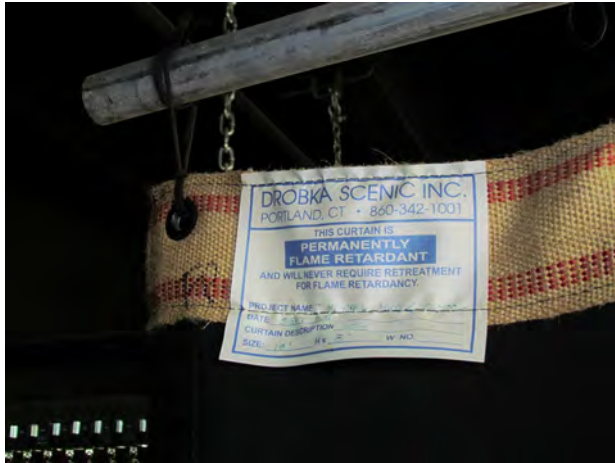
1.1. The fire extinguishers have the following problems:

1.1.1. There are two fire extinguishers onstage, both located in the upstage left corner. There should be fire extinguishers on both sides of the stage.

1.1.2. High visibility signs should be placed above all onstage fire extinguishers to make them easier to locate in the event of an emergency.



- 1.2. Flame retardancy certificates for the stage curtains were not available at the time of this inspection. There are labels on the curtains however that show a fabrication date of September 2010 and indicate construction using inherently flame-retardant fabrics.



2. General Building Safety

- 2.1. All catwalk floors should be kept clear of debris and equipment. All cables should be dressed neatly out of the walkways.



3. Fall Protection Safety

- 3.1. There were no problems noted at this time.

4. Structural

- 4.1. There were no obvious problems noted during this inspection. A licensed professional engineer should address any questions concerning structural members in this facility.

5. Stage Rigging - Manual Winch Line Sets

- 5.1. The clew guides have the following problems:

- 5.1.1. There is only one wire rope clip at the clew guide terminations. Manufacturer specifications require at least 2 properly spaced wire rope clips on all terminations.

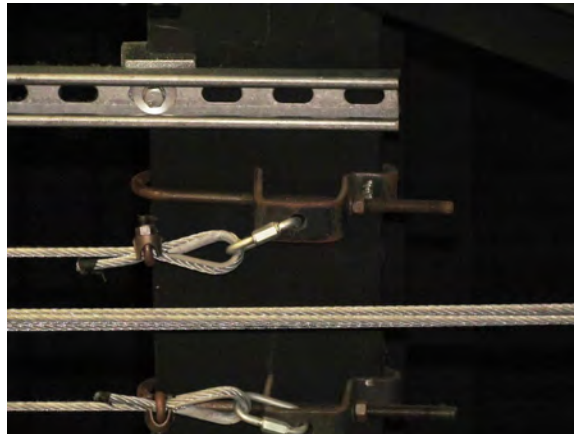


- 5.1.2. The wire guides are tensioned using light duty turnbuckles with unclosed eyes and hook ends. These turnbuckles should be replaced with jaw-to-eye turnbuckles with a known load rating.



5.1.3. All turnbuckles require a safety wire to prevent them from loosening.

5.1.4. The beam clamps at the mule block end of the wire guides are being improperly loaded by the rapid links. The beam clamps should be replaced with a more appropriate anchorage point.



5.2. The lift line terminations have the following problems:

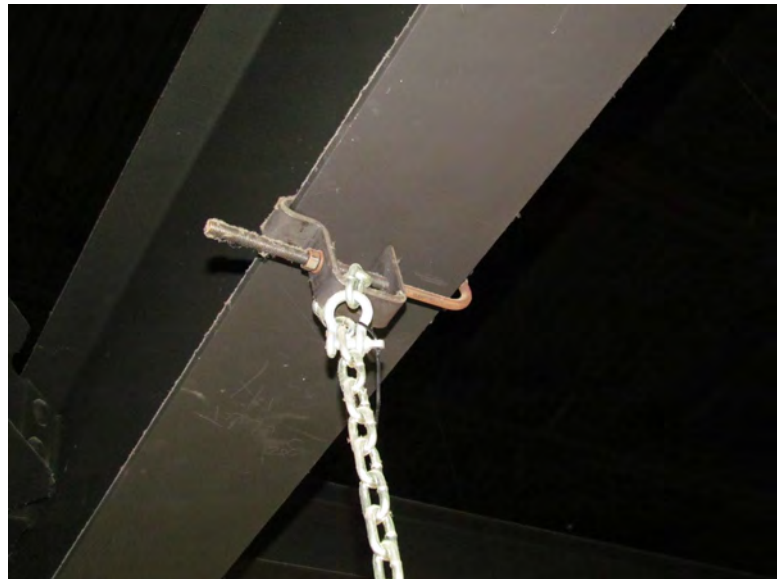
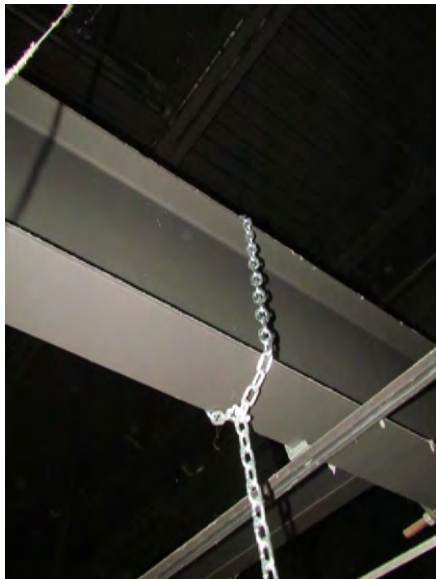
5.2.1. The dead end of the trim chains connects to the middle of the standing section of chain. The dead end of the chain should connect back to the eye of the lift line with the bell of the shackle placed in the eye. This will create the requisite double load path between the lift line and pipe batten. It will also allow the chain to be trimmed if necessary.



- 5.2.2. The trim chains have shifted at the battens in a number of places. This places stress on the cables and may bend the pipe batten. All cables should hang “plumb” from the loft blocks. This is accomplished by making sure that the spacing of the lift lines at the battens matches the spacing of the loft blocks. The battens should be marked with the proper trim chain placement for future reference.

6. Stage Rigging - Dead Hung Battens and Tracks

- 6.1. The support chains wrap the steel beams in several locations. They also wrap through the saddle of the rod style beam clamps. Wrapping the chains around the steel and beam clamps in this manner places a side load on individual chain links. The chain is not designed for this condition. The chains should terminate to load rated beam clamps at the steel. The rod style beam clamps should have drop forged shouldered eye bolts installed to which the support chains can terminate.



- 6.2. A number of the support chains are wrapped incorrectly around the battens, creating a crushing force on the chains. The chains should be wrapped around the battens without crossing over top of themselves.



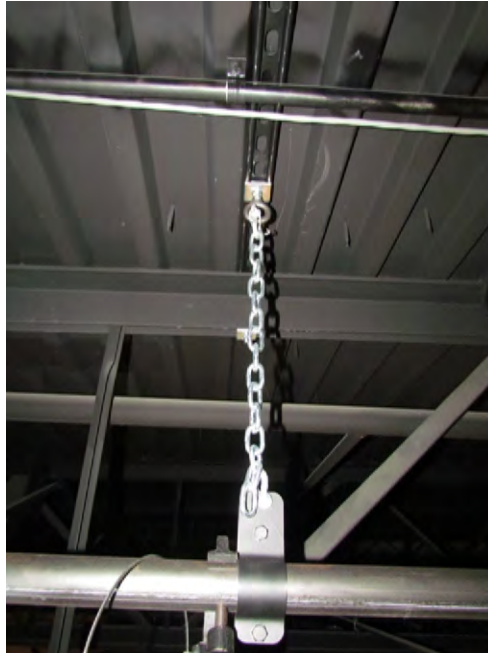
7. FOH Catwalk

- 7.1. The support chains for the lighting battens at the FOH catwalk have the following problems:

- 7.1.1. The support chains wrap the steel beams in several locations. Wrapping the chains around the steel in this manner places a side load on individual chain links. The chain is not designed for this condition. The chains should terminate to load rated beam clamps at the steel.



- 7.1.2. Unistrut® nuts are used to attach the shouldered eyebolts to the Unistrut® members. Unistrut® nuts are not recommended as there is no ensuring the nuts stay tight.



- 7.1.3. The ends of several trim chains are captured incorrectly in the termination rapid link. The dead-end links of the trim chain should be below the link.

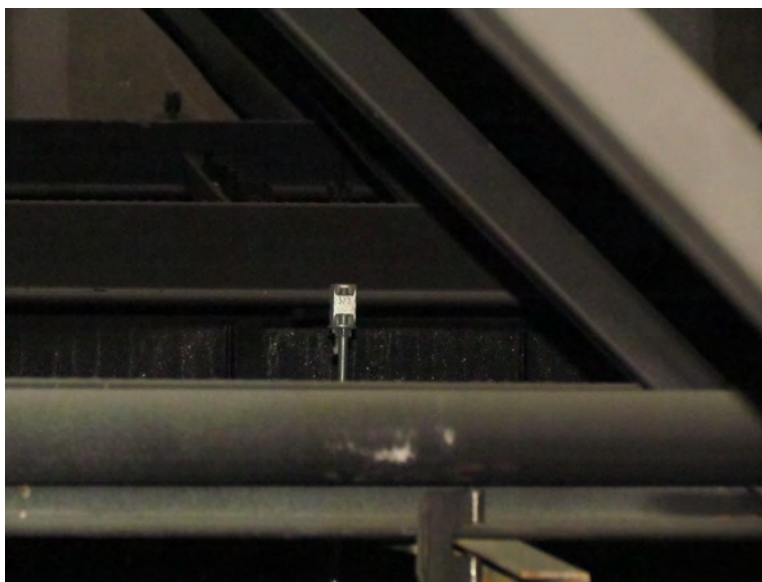


- 7.1.4. The support chains attach to plugging strip hangers without the top pipe. This condition can stretch or elongate the hanger under load. A pipe should be inserted into these hangers.



8. Speakers

- 8.1. C-clamp style beam clamps are installed at the roof steel for a number of the speakers. These cast clamps are not designed to support significant loads overhead. They can also loosen and become dislodged. A load rated beam clamp or custom hanging clamp would be preferable in this situation.

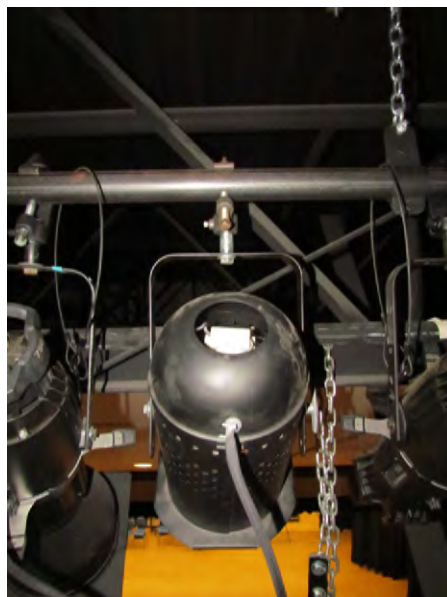


- 8.2. Threaded rod is used to support the speakers. Threaded rod is not the best alternative for this application due to the brittle nature of the rod and its inability to withstand lateral movement. Proof coil chain or aircraft cable would be a better choice in this situation.



9. Lighting Instrument Safety Cables

- 9.1. Safety cables are required on all lighting fixtures and other equipment that rely on a cast iron C-clamp as the sole means of suspension. This includes all instruments in use and/or in storage overhead both onstage and over the house.



Summary

The problems in this report should be addressed as soon as possible. In addition, a fully documented maintenance plan should be put into effect. This plan, along with regular inspections, will not only help insure the safety of all that use this facility, but also prolong the life of the equipment.

End of Report