Rigging System Log
Instructions

A routine maintenance and inspection schedule must be established and followed, with appropriate records maintained. Routine maintenance prolongs the useful life of equipment and keeps it operating at peak efficiency for the easiest and quietest possible operation. Please note: It is the responsibility of the owner to hire and train competent people. A competent person is defined as one who can identify existing and predictable hazards in the workplace and who has the authority to take prompt corrective action to eliminate those hazards. It is the further responsibility of the owner and designated manager to provide a safe working environment for all employees, including proper equipment, training on the use of equipment, and written procedures for its use and maintenance. This document should serve as a resource, not only for the trained competent individuals utilizing your system but also, for the trained professionals called in to perform maintenance and inspections.

Within this log you will find the following:

1. Information Sheet
2. Line Set Schedule
3. Set Log
4. Inspection Log
5. Maintenance Log
6. Incident and Maintenance Request Log
7. Fire Curtain Log

The **Information Sheet** should have all pertinent information regarding your venue including its name, address, top contacts for the theater, manufacturer of the rigging equipment, company that installed that equipment as well as the year it was installed and/or renovated. Fill this sheet out to the best of your knowledge and if you need to find out additional information, look to the venue specific drawings or contact your installer and/or equipment manufacturer for any and all information they can provide.

The **Line Set Schedule** identifies each and every set starting from downstage to upstage including the type of set, whether it is counterweight, dead hung or motorized, as well as its capacity. Some examples of set types include Main Curtain, Valance, Border, Leg, Electric, General Purpose, Traveler or Cyc. This schedule can change from performance to performance and will need to be updated accordingly.

The **Set Log** documents any and all changes that occur to a specific set on a specific date. Each set will have its own page(s), in order of appearance on the line set schedule, notating each change per row (ie When something was added/removed to the pipe, how many bricks were added/removed if it was a counterweight set, and who made the change). If there was an incident, this is helpful to track root causes when establishing risk analysis. It's also a helpful record of common uses of a set so that your flyman doesn't have to perform/remember weight calculations each time a soft good or other common load is regularly taken on/off a batten.

The **Inspection Log** notates the date of each inspection, whether it was a level 1 or 2 (per ANSI-ESTA E1-47), what the inspection covered and the professional rigger who performed the inspection. It's important to get your system regularly inspected and it's helpful to show a record should it be required by the Authority Having Jurisdiction (AHJ).

The **Maintenance Log** shows improvements that may have been performed either by your venue's staff or by a certified rigging company. Examples of improvements may include swapping the trim chains on your battens to pipe clamps or replacing the hand lines with new rope. It is highly recommended that maintenance be performed by properly trained individuals.

The **Incident and Maintenance Request Log** serves to document any incidents that may have occurred within your rigging system such as an arbor crash as well as when they were corrected. It is strongly recommended once a set has been damaged that be inspected by a professional rigger and repaired immediately however if that is not possible the set should be locked off from use and notated as a Maintenance Request to be dealt with as soon as possible.

The **Fire Curtain Log** should serve as a record for regular testing of your fire curtain's release system. ANSI E1.22 as well as NFPA 80 chapter 20, serve as standards for Fire Safety Curtain Systems. Both note that an owners log be provided showing testing be made available to the Authority Having Jurisdiction (AHJ) and this section aims to take care of that requirement. These standard also give recommended speed of deployment as well as how often your fire curtain should be tested (ANSI E1.22 recommends "The emergency closing of the fire safety curtain system shall be tested at least once every 30 performances but not less than once every three months").
Note: Some spaces do not require a fire curtain due to their size or the recommendation of the Fire Marshall. Should your venue not require a Fire Curtain, this page can be removed from your log.

If any questions or problems arise or to request an estimate for an inspection and/or repair, call the Wenger Corporation – Syracuse Service Line at (800) 836-1885 or +1-315-451-3440 or email service@wengercorp.com.

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Information Sheet

Facility Name:

Address:

Facility Contacts

Technical Director:

Production Manager:

Other:

Manufacturer

Name:

Address:

Phone:

Email:

Installation Company

Name:

Address:

Phone:

Email:

System Installation Date:

System Renovation Date:

Line Set Schedule

Set #	Set Name	Set Type (CWT/Motorized)	Set Capacity
Ex: 1	Main Curtain	Motorized: PowerLift	2000 lb

Set Log

Set Number: (e.g. 3)
Set Name: (e.g. General Purpose

Date	Changes Made	Weight (+/-)	By Whom?
01/30/2022	Hung 3' 6" black border.	450 lb/18 1" Bricks	TD
02/18/2022	Removed 3' 6" black border.	-450 lb/18 1" Bricks	TD

Inspection Log

REF: ANSI E1.47 Recommended Guidelines For Entertainment Rigging System Inspections			
Date	**Level**	**Service Performed**	**Service Provider**
01/02/2022	1 or 2	Inspection of all counterweight and motorized equipment.	Wenger

Maintenance Log

Date	Set #	Service Performed	By Whom?
01/19/2022	Ex: 1-10	Replaced trim chain batten terminations with pipe clamps.	Carpentry Staff

Incident and Maintenance Request Log

Date	Set #	Service Requested	By Whom?
01/02/2022	Ex: 4	Replace crashed arbor and inspect system for additional damage.	Dir of Facilities
02/03/2022	Ex: 4	Arbor replace. System inspected. Repairs made to batten stop.	Wenger

Fire Curtain Log

REF: NFPA 80 20.7 Operation of the Fire Safety Curtain Assembly, NFPA 80 20.8 Acceptance Testing and ANSI E1.22 - Fire Safety Curtain Systems

- Recommend testing once every 30 days, and at least every 90 days depending on usage.
- Should be tested once with smoke vents open and once with vents closed.
- Always deploy (close) your fire curtain when not in use.

Date	Notes	By Whom?
01/02/2022	FC travel distance: 30' / FC closing speed: 35 seconds (approx 10.5" - 10.8" / sec)	Wenger