

Re-Opening Checklist

it's been a long time since the last show, let's make sure we're all prepared

Take stock of your equipment. Locate and test everything!

Re-opening Basics

- electrical tape
- spare parts
- extra connectors
- breakers
- gaff tape
- duct tape

Safety

- cleaning supplies
- disinfectant
- masks
- PPE

Equipment sent to manufacturers for repairs and upgrades could have been lost in the shuffle. Equipment that was working before the shutdown may need repairs or upgrades now. These days, suppliers have walked back on stock. Everything needs to be ordered earlier and lead times can be excessive. Transportation of goods can have excessive delays. **Don't wait until it's too late!**

Take stock and set reminders to arrange for pickups and returns. You may have lent things out as a favor and forgotten. Get all of your equipment accounted for.



Power Meters

A true RMS meter, with new touch screen functionality, data logging and internet connectivity.



Rack Mount Power Distribution

These components are complementary products to our modular power distribution systems, designed to place the power where you need it.



Hand Held Remotes

New go/kill switches have an IP65 rating.

Check the condition of your electrical power cables.

Cables are the most important part of your systems. These are the components that power up and link all of your equipment.

Look for loose connections and verify the condition of strain reliefs.

Make sure that the insulation is not compromised, no tears, no abrasions or exposed conductors.

Check the condition of your control cables and connectors. Check all shields and point to point connections.

Clean dirt and debris from the outer jackets and wipe down with Armor All. Check for cuts or other damage.

Check the condition of your PD as well. For a good reference guide, download our Preventive Maintenance Manual at:

<https://www.motionlabs.com/wp-content/uploads/PDU-PM01-PREVENTIVE-MAINTENANCE-UM.pdf>.

There is a great amount of information and suggestions for care of your equipment including helpful info on torque specifications.



Overmold Cables

Standard cable assemblies can be reworked into overmold cables and come with a 5 year warranty.



Cell*Mate Loadcell Systems

Lifting loads using multiple points requires rigorous calculations to ensure the safety of the structure you are attached to, the integrity of the structure you are lifting, and the safety of the personnel and equipment involved in the lift.



Cable Testers

The CT series cable testers are half rack, 2RU devices. We offer 9 models such that every cable type Motion Laboratories provides can be tested.

Open your power distro equipment and look for signs of wear and tear.

Look for wire rubbing. Replace or repair any wires that show signs of exposed conductors. Re-route, bundle or secure wires away from sharp edges or rub hazards.

Loose hardware can begin a cycle of loose equipment fastening and broken components.

Look for signs of overheated connections. Loose or corroded connections are sources of heat and only get worse with time. Check, clean and tighten to proper specs all electrical connections. If the integrity of the connection has been compromised, replace the component.

Remove dirt and debris which can contribute to the degradation of equipment performance.



Stackable Power Distribution Units

Full-on portable power distribution units without the case.



Stringer Boxes

Stringer boxes are designed to be an extension or branch circuit from the main system and can be connected in line to increase flexibility.

Modular Power Distribution

With over 300 panel types to choose from, your distro can be configured for any world voltage.

Check the condition of your rigging system.

Perform the same maintenance as with PD on your hoist control systems.

Test functionality of your controllers.

Inspect and clean hoists. Check functionality and lubricate chains.

Open all of your trunks and road cases and look inside for signs of long term storage issues. Clean, disinfect and restore the condition of your equipment as necessary.

Check your inventory of shackles make sure they are clean, pins are in good condition, and all threads are clean and free of dirt, debris and rust.

Make sure span sets are in good condition.

Check stock of your truss inventory and hardware. Make sure hardware is clean, threads in good condition. Remember, no sandblasting or high temp powdercoating on truss.



Fixed Speed, Low Voltage Chain Hoist Control Systems

Each unit can be built with a variety of input connectors dictated by the capacity of the unit and voltage requirements of the hoists.



Variable Speed Control System

Advanced functionality and safety features that are not available in fixed speed applications.



HMI Chain Hoist Controls

Human Machine Interfaces are indispensable when viewing important information in real time.

Check all of your equipment racks.

Long term storage can result in mold and bacteria developing.
Open, disassemble, clean and disinfect.

- Clean and disinfect or replace the pop filters on your vocal mics.
 - Replace rusted rack hardware.
 - Vacuum or blow out your amp racks, signal processing racks, dimmer packs.
 - Wipe down all surfaces. We recommend the use of a diluted solution of Simple Green for surfaces other than plastic or touch screens and an application of WD-40 on hardware.
 - Sand and repaint speaker cabinets.
 - Inspect, and test speakers and install fresh recones if needed.
 - Inspect and repair or replace fly hardware and safety points.
 - Clean and lubricate those pesky casters. Replace the units with broken wheels and flat spots.
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Prepare yourself and your employees for wellness checks and compliance programs.

Moving forward, you may need to perform wellness checks on staff. Keeping track of vaccination records through the establishment of QR codes that can be presented along with ID checks and responses to wellness questionnaires may become a day to day occurrence. MLI and its partners can assist in the acquisition and integration of scanner systems, and wellness software.

Get involved with and support organizations that support our industry.

- National Independent Venue Association
- Event Safety Alliance
- Collaborative Artists Network
- Entertainment Service and Technology Association
- United States Institute for Theatre Technology

CABLE ASSEMBLIES

	Check strain relief	Ensure that the outer jacket is firmly gripped	Open strain relief and re install grip
	Check outer jacket	Signs of abrasion, Exposed inner conductors	Cut back or replace
	Check connections	Especially on screw clamp devices, loose connections cause excessive heat	Tighten loose connections
	Clean outer jacket	Clean and wipe down	Use a armarol like product
	Coil cable properly	improperly coiled cable puts extra strain on conductors	Use over under method
	Inspect contacts	look for signs of overheating or arching	Replace as necessary
	Inspect connectors	look for discoloration, bent pins	Replace as necessary
	Check connections	Verify that all contacts are properly wired. NO CROSSED WIRES!	Repair as necessary
	Add or replace ID labels	installing part number and length labels make it easier to deploy	Replace as necessary

POWER DISTRIBUTION

	Check hardware	Inspect for loose or missing hardware	Tighten or replace as necessary
		Inspect for debris and containments	Clean with WD-40
	Inspect safety doors	Check for proper operation of doors covering Cam-Locks and other connectors.	Replace as necessary
	Inspect safety labels	Check to make sure all safety related markings are clear and readable.	Replace or clean as necessary
	Check paperwork	Ensure you have a copy of schematics	Replace as necessary
	Visually inspect the outside of your PD	Look for signs of damage, missing parts, loose fasteners	Replace or repair as necessary
		Look for signs of dirt, mildew and debris and rust	Clean with a mild cleaning solution. Replace any rusted components

CASES AND RACKS

	Check case	Inspect case for missing hardware, catches and latches	Replace or repair as necessary
		Inspect cases for signs of bacteria and mold	Clean and disinfect as necessary
	Check casters	Inspect for wear and tear	Clean, lubricate, repair and replace as necessary
	Check internal wiring	Inspect for rub issues	Replace conductors if worn thru. Re-route and re-bundle
		Look for loose connections	Tighten all electrical connections
		Look for debris and loose martial	Vacuum and blow out
		Check that all output connectors are properly wired	Repair as necessary

ELECTRIC CHAIN HOIST CONTROL

IN ADDITION TO CHECKS PERFORMED ON PD AND RACKS, PERFORM THE FOLLOWING:

Verify operation	Take the time, verify that hoists are all functioning properly with the control system	Test and troubleshoot as necessary
	Verify all pendants and Hand Held Remotes are functioning	Test and repair as necessary
	Verify function of phase reverse, contactor enable, Go and Kill switches. All are working properly and indicator lamps are illuminating	Test and repair as necessary
	Remote cables and hoist power and control cables are ok	Test and repair as necessary

ELECTRIC CHAIN HOIST

Perform service	Verify upper and lower limits are functioning correctly.	Test and repair and replace as necessary
	Lubricate Chains	Test and repair and replace as necessary
	Check Chain bags	Test and repair and replace as necessary
	Perform and scheduled maintenance as per mfg recommendations	Test and repair and replace as necessary

ADMINISTRATIVE RELATED

Check accreditations	Make sure all employees have the proper credentials	Update as necessary
	Verify training certifications	Update as necessary
Check inventory	Check for safety supplies, eye and ear protection	Purchase as required
	Check supplies of hand wipes and gloves. Keep masks on hand in case	Purchase as required
	Check condition of power and hand tools	Purchase as required
	Determine a spare parts list	Purchase as required