



# Stage Equipment Inspection

## QUESTIONNAIRE

STAGE EQUIPMENT INSPECTION  
QUESTIONNAIRE



Name of your facility: \_\_\_\_\_

Name of managing organization: \_\_\_\_\_

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Are you a non-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your principle type of production? \_\_\_\_\_  
\_\_\_\_\_

Do you have more than one performance or rehearsal space that you would like inspected?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, how many? \_\_\_\_\_)

If you answered yes to the previous question, please make copies of all applicable forms for each space to be inspected before continuing.

Which of the following best describes your facility? (check one)

- \_\_\_\_\_ Proscenium theatre
- \_\_\_\_\_ Multiform theatre
- \_\_\_\_\_ Multipurpose theatre
- \_\_\_\_\_ Experimental theatre
- \_\_\_\_\_ Black Box
- \_\_\_\_\_ Theatre in the round
- \_\_\_\_\_ Raised platform theatre
- \_\_\_\_\_ Center stage theatre
- \_\_\_\_\_ Open stage theatre
- \_\_\_\_\_ Concert Hall
- \_\_\_\_\_ Rehearsal hall
- \_\_\_\_\_ Thrust stage theatre
- \_\_\_\_\_ Sound stage or TV studio
- \_\_\_\_\_ Religious edifice
- \_\_\_\_\_ School or Community Auditorium
- \_\_\_\_\_ Other... (specify) \_\_\_\_\_

Stage Dimensions: Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_

Thrust Dimensions (if applicable): Width \_\_\_\_\_ Depth \_\_\_\_\_

Proscenium Arch dimensions Width \_\_\_\_\_ Height \_\_\_\_\_

Seating Capacity: \_\_\_\_\_



## EQUIPMENT FORMS

From the following list, select the forms that best apply to your equipment.

If you have a drawing or hanging plot that shows either plan or sectional view of your performance space, please provide a copy.

If you are uncertain how to answer any of the questions, answer with a question mark, we will contact you if necessary.



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## MANUALLY OPERATED COUNTERWEIGHT RIGGING

Quantity of sets: \_\_\_\_\_

Live load capacity of set: \_\_\_\_\_

Wire guided arbors: Yes \_\_\_\_ No \_\_\_\_.

Quantity of loft blocks per set: \_\_\_\_\_.

Size and classification of wire rope: \_\_\_\_\_.

Are any sets used for dedicated electric sets? Yes \_\_\_\_ No \_\_\_\_.

If yes, quantity: \_\_\_\_\_

Do you have 1 \_\_\_\_ or 2 \_\_\_\_ locking rails?

Location of locking rails: stage level \_\_\_\_ Fly gallery \_\_\_\_ both \_\_\_\_.

Is your system underhung? Yes \_\_\_\_ No \_\_\_\_.

Do you have a grid iron? Yes \_\_\_\_ No \_\_\_\_.

Access to rigging? Yes \_\_\_\_ No \_\_\_\_.

Is your operating line manila? Yes \_\_\_\_ other (specify) \_\_\_\_\_

Do you have a multi speed (double purchase) system? Yes \_\_\_\_ No \_\_\_\_.

Do you have: Pipe battens \_\_\_\_ Truss Battens \_\_\_\_.

Do you use: Turnbuckles \_\_\_\_ or trim chains \_\_\_\_.

Are your fittings: cable clips \_\_\_\_, swaged or pressed sleeves \_\_\_\_.

Type of counterweights: flame cut steel \_\_\_\_ cast iron \_\_\_\_ lead \_\_\_\_.

Year equipment was installed: \_\_\_\_\_

Has equipment ever been inspected? Yes \_\_\_\_ No \_\_\_\_.

If yes, when? \_\_\_\_\_, by whom? \_\_\_\_\_.

Do you have a regular maintenance procedure established? Yes \_\_\_\_ No \_\_\_\_.

Do you have any dead (unusable) sets? Yes \_\_\_\_ No \_\_\_\_.



MOTORIZED GENERAL PURPOSE RIGGING

This form applies only to G.P. line sets. If you have a mixture of variable speed and fixed speed sets, make copies of this form. Use one for each specific type.

Quantity of motorized G.P. Line sets: \_\_\_\_\_

Set Numbers: \_\_\_\_\_

Live load capacity of set: \_\_\_\_\_

Quantity of loft blocks: \_\_\_\_\_

Size and classification of wire rope: \_\_\_\_\_

Are these sets variable speed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, maximum rate of travel. \_\_\_\_\_ If no, rate of travel. \_\_\_\_\_

Are the motors electric \_\_\_\_\_ hydraulic \_\_\_\_\_

Which of the following best describes your motorized G.P. system?

\_\_\_\_\_ Motorized head block or traction head block

\_\_\_\_\_ Closed loop wire rope driven counterweight

\_\_\_\_\_ Closed loop chain driven counterweight

\_\_\_\_\_ Dead haul multi line winch

\_\_\_\_\_ Dead haul clew drive

\_\_\_\_\_ Line shaft driven grooved drums

\_\_\_\_\_ Line shaft driven yo-yo drums

\_\_\_\_\_ Other (specify) \_\_\_\_\_

Year equipment was installed: \_\_\_\_\_

Has equipment ever been inspected? \_\_\_\_\_ When? \_\_\_\_\_ By Whom? \_\_\_\_\_

Describe control system: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



MOTORIZED POINT RIGGING

This form is broken in two parts. Part one is for motorized chain falls or chain hoists. Part two is for point hoist winches.



PART ONE – CHAIN HOISTS

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Live load capacity: \_\_\_\_\_ Length of chain: \_\_\_\_\_

Quantity of hoists: \_\_\_\_\_

Do you control hoists individually \_\_\_\_\_ grouped \_\_\_\_\_ both \_\_\_\_\_

Are these hoists set up for inverted use? Yes \_\_\_\_\_ No \_\_\_\_\_

Are these hoists equipped with limit switches? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any hoists used with trolleys? Yes \_\_\_\_\_ No \_\_\_\_\_



PART TWO – POINT HOIST WINCHES

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Quantity: \_\_\_\_\_ Live Load capacity: \_\_\_\_\_

Size and classification of wire rope: \_\_\_\_\_

Are these portable \_\_\_\_\_ or stationary \_\_\_\_\_

Are these used in conjunction with a trolley system? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, specify \_\_\_\_\_

Are these variable speed units? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, maximum rate of travel: \_\_\_\_\_ If no, rate of travel: \_\_\_\_\_

Have these hoists ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when? \_\_\_\_\_ by whom? \_\_\_\_\_

Describe control system: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## MOTORIZED DEDICATED SPECIAL PURPOSE

This form can cover a wide variety of rigging systems. A few examples... light bridges, speaker clusters, scoreboards, chandeliers, etc. The purpose of this form is to identify all that is "heavy rigging" not included in other complete systems like ... Orchestra shell, Auditorium acoustic clouds, Main curtain, etc. Please make copies of this form for each individual type of dedicated motorized unit that is not part of another system or included in and other of the forms.

Quantity: \_\_\_\_\_ Application: \_\_\_\_\_

Hoist capacity: \_\_\_\_\_ Motor is hydraulic \_\_\_\_\_ electric \_\_\_\_\_

Hoist is equipped with secondary braking? Yes \_\_\_\_\_ No \_\_\_\_\_

Quantity of lifting points: \_\_\_\_\_

Size and classification of wire rope: \_\_\_\_\_

Are these variable speed hoists? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, maximum speed \_\_\_\_\_ If no, rate of travel \_\_\_\_\_

Which of the following best describes your system?

\_\_\_\_\_ Traction drive head block

\_\_\_\_\_ Closed loop wire rope driven counterweight

\_\_\_\_\_ Closed loop chain driven counterweight

\_\_\_\_\_ Dead haul multi line winch

\_\_\_\_\_ Dead haul clew drive

\_\_\_\_\_ Line shaft driven grooved drums

\_\_\_\_\_ Line shaft driven yo-yo drums

\_\_\_\_\_ Other (specify) \_\_\_\_\_

Year equipment was installed: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Has equipment ever been inspected? \_\_\_\_\_ When? \_\_\_\_\_ By Whom? \_\_\_\_\_

Describe control system: \_\_\_\_\_

\_\_\_\_\_



## ROPE SETS / SPOT LINES

This form is to identify the quantity of components used in your manual rope rigging and spotting.



Quantity of loftblocks: \_\_\_\_\_ Are these upright blocks? \_\_\_\_\_

Quantity of swivel loft blocks: \_\_\_\_\_

Do you have multi line headblocks? Yes \_\_\_\_\_ No \_\_\_\_\_ If so , quantity: \_\_\_\_\_

Size and type of rope: \_\_\_\_\_ Approx. quantity: \_\_\_\_\_

Quantity of trim clamps: \_\_\_\_\_

Quantity of rope clews: \_\_\_\_\_

Quantity of sand bags: 100# \_\_\_\_\_, 50# \_\_\_\_\_, 25# \_\_\_\_\_, 10# \_\_\_\_\_.

Do you have pin rails? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you use belaying pins? Yes \_\_\_\_\_ No \_\_\_\_\_. Wood \_\_\_\_\_ or Steel \_\_\_\_\_.

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, When? \_\_\_\_\_ By whom? \_\_\_\_\_



### FIRE / SAFETY CURTAINS

Which of the following best describes the type of system you have:

- Straight lift manual operation
- Straight lift motorized operation. Rigid frame? Yes  No
- Trip type 2 arbors (1 – top batten, 1 – bottom batten)
- Trip type 1 arbor ( top batten is dead hung)
- Braille type

There are many different methods of fire / safety curtain activation and rigging. Due to this we ask that you put a check mark next to the items below that are particular to your system.

- |  |  |
|--|--|
| <input type="checkbox"/> Manila cut line               | <input type="checkbox"/> Release pull ring           |
| <input type="checkbox"/> Over balance bar              | <input type="checkbox"/> Rate of rise detector       |
| <input type="checkbox"/> Solenoid release box          | <input type="checkbox"/> Snub ball (on release line) |
| <input type="checkbox"/> Pull release box              | <input type="checkbox"/> Dash pot                    |
| <input type="checkbox"/> Overhead manual lift winch    | <input type="checkbox"/> Rigid Frame                 |
| <input type="checkbox"/> Floor mount manual lift winch | <input type="checkbox"/> Traction drive              |

Dimensions of your curtain: Width: \_\_\_\_\_ Height: \_\_\_\_\_

Type of material: \_\_\_\_\_

Release system is tied to into the building's fire system? Yes  No

Year of installation: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Has this equipment ever been inspected? Yes  No

When was the last time the local fire authority inspected the system? \_\_\_\_\_

Do you operate the system frequently to divide the stage from the auditorium? Yes  No

Is your curtain also supported by a deluge system? Yes  No



## MAIN / HOUSE CURTAIN

Is your curtain operated vertically (guillotine)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it also bi-parting (horizontal draw) ? Yes \_\_\_\_\_ No \_\_\_\_\_

If your curtain is operated vertically, is it operated ....

- Manually from the locking rail? Yes \_\_\_\_\_ No \_\_\_\_\_. Already included in the G.P. sets? Yes \_\_\_\_\_ No \_\_\_\_\_
- Manually independent arbor system? Yes \_\_\_\_\_ No \_\_\_\_\_.
- Motorized traction driven? Yes \_\_\_\_\_ No \_\_\_\_\_.
- Motorized closed loop driven? Yes \_\_\_\_\_ No \_\_\_\_\_.
- Motorized dead haul driven? Yes \_\_\_\_\_ No \_\_\_\_\_.

If your curtain bi-parts, please describe the track and system. (i.e. ADC 280 track 3/8" operating line at stage left or motorized draw, etc.)

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Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_. By whom? \_\_\_\_\_.

Note: the drape itself will be in "Insp.Qu17"



## ADJUSTABLE PROSCENIUM

There are many different methods of changing the height and width of the proscenium arch. Perhaps the most common method is the use of soft goods that are actually just legs and borders. There are many names associated with this equipment: Teaser, Tormentor, Proscenium Teaser and Tormentor, Portals, Valance, soft portals, hard portals and header.

Please check the items that best describe your equipment.

To reduce the arch width:

- Fabric covered panels on tracks suspended on G.P. line sets.
- Fabric covered panels on tracks dead hung.
- Fabric covered panels on motorized trolleys
- Odd architectural hard shapes running on tracks in floor and trolleys or carriers above. Manual operation
- Other: \_\_\_\_\_

To reduce the arch height:

- G.P. Set border
- Fabric covered panel suspended on G. P. Line set.
- Fabric covered panel suspended on motorized batten.
- Pro-proscenium header and speaker bridge combination.
- Pro-proscenium bridge w/ lighting position and fixed fascia.
- Other: \_\_\_\_\_

Has this equipment ever been inspected? Yes  No .

If yes, when? \_\_\_\_\_ By whom? \_\_\_\_\_

What do you call this equipment? \_\_\_\_\_

\_\_\_\_\_



## PROJECTION SCREEN

Please check the ones that best describe your projection screen:

\_\_\_\_\_ Electric roll up.

\_\_\_\_\_ Screen stretched over a rigid frame.

\_\_\_\_\_ Frame system with adjustable masking.

\_\_\_\_\_ Other: \_\_\_\_\_

Manufacturer of screen: \_\_\_\_\_

Model #: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_ By whom? \_\_\_\_\_



## SLIPSTAGE / WAGONS / TURNTABLES

Please provide a description of your equipment.

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Manufacturer : \_\_\_\_\_

Date of installation: \_\_\_\_\_

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_. By whom? \_\_\_\_\_.

If other than manually operated, describe control system: \_\_\_\_\_

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ORCHESTRA ENCLOSURE

Place a check mark next to the type that most resembles your enclosure. These apply only to multipurpose theatres. Concert Halls that have elements that vary the performance space of the concert stage, should skip this section and go to "Insp. Qu15".

- Wenger Concert master style. (rolling towers and tilt ceiling pieces rigged to G.P. sets.)
Other shell with towers and ceiling pieces. Ceiling pieces are rigged to dedicated electric hoists. Concert lighting is in ceilings. All is of custom manufacture.
Izenour style enclosure hinged ceiling with dedicated tilt hoist. Side walls on pivots. Walls store up against up and down stage walls.
Trolley side wall panels and tracks. Side walls are made of panels that are attached to carriers, panels are manually positioned. Ceilings are demountable and resemble the light weight Wenger panels. Concert lighting achieved from G.P. sets or dedicated electric.
Trolley shell assembly. The entire enclosure is stored upstage and trolleys into play position. Ceiling and side walls hinge to main rear wall unit. Some towers may be used. Downstage ceiling piece may also be used.

Other:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Manufacturer: \_\_\_\_\_ Date of Installation: \_\_\_\_\_.

Qty of towers: \_\_\_\_\_ Qty of ceilings: \_\_\_\_\_.

Qty of side walls (if towers are not used): \_\_\_\_\_.

Approx weight of each side wall or tower: # \_\_\_\_\_

Approx weight of each ceiling section: # \_\_\_\_\_

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_. By whom? \_\_\_\_\_.

If motorized describe control system. \_\_\_\_\_
\_\_\_\_\_



## LIFTS, STAGE / ORCHESTRA

If you have stage lifts, please provide all the information as requested for orchestra lifts.

Quantity of orchestra lifts: \_\_\_\_\_ Do these lifts (lift) reach stage level and create a thrust?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Lift platform travel: \_\_\_\_\_ ft.

Lift Static load capacity: \_\_\_\_\_ ft<sup>2</sup>.

Lift Dynamic load capacity: \_\_\_\_\_ ft<sup>2</sup>.

Motor horsepower: \_\_\_\_\_ hp

Ram, jack, or other lifting device overall rated capacity: Tons (each) \_\_\_\_\_ Qty. \_\_\_\_\_

System is :

- \_\_\_\_\_ Hydraulic
- \_\_\_\_\_ Screw jacks
- \_\_\_\_\_ Rack & pinion
- \_\_\_\_\_ Wire rope winched
- \_\_\_\_\_ Scissors
- \_\_\_\_\_ Slinky
- \_\_\_\_\_ Telescoping masts

System has the following safety devices: (check all that apply)

- \_\_\_\_\_ Tape switches
- \_\_\_\_\_ Pit area door interlocks
- \_\_\_\_\_ Pit railing interlocks
- \_\_\_\_\_ Overload sensing
- \_\_\_\_\_ Other: \_\_\_\_\_

Has system ever been fully load tested? Yes \_\_\_\_\_ No \_\_\_\_\_

Does the system receive regular maintenance? Yes \_\_\_\_\_ No \_\_\_\_\_

When was the last inspection? \_\_\_\_\_ By whom? \_\_\_\_\_

Year of installation: \_\_\_\_\_

Manufacturer of major components: \_\_\_\_\_

Do the lifts have traps? \_\_\_\_\_



## TREATMENTS THAT ALTER ACOUSTICS

Many different methods of altering the acoustics in performing arts facilities have been used over the last several decades. These methods range from the unsophisticated ( like making a hard surface soft by pulling a drape in front of it), to the very complex system of changing the entire volume of an auditorium. We have broken this questionnaire into two areas, auditorium side wall treatments and auditorium ceiling area. If your facility has an acoustic treatment that does not fall into either of the categories that we have outlined, please let us know in writing what your system is and how it operates.

### Auditorium side walls: (check those best describing your facility)

- \_\_\_\_\_ Walk along draperies. Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized draperies Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized banners, Yo-Yo driven. Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized banners, multiline winch driven. Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized roll up curtains Qty: \_\_\_\_\_
- \_\_\_\_\_ Hard one side, soft one side reversible pivot panels Qty: \_\_\_\_\_
- \_\_\_\_\_ Hard removable panels Qty: \_\_\_\_\_
- \_\_\_\_\_ Q.R.D. removable panels Qty: \_\_\_\_\_
- \_\_\_\_\_ Volume shaping –hard, heavy rigged panels. Qty: \_\_\_\_\_

### Auditorium ceiling: (check those that best describe your facility)

- \_\_\_\_\_ Acoustic clouds variable height. Qty: \_\_\_\_\_
- \_\_\_\_\_ Acoustic clouds variable height and tilt Qty: \_\_\_\_\_
- \_\_\_\_\_ Acoustic canopies Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized roll up curtains Qty: \_\_\_\_\_
- \_\_\_\_\_ Motorized banner curtains Qty: \_\_\_\_\_
- \_\_\_\_\_ Hard surface tilt panels, heavy rigged Qty: \_\_\_\_\_
- \_\_\_\_\_ Division elements that close balconies Qty: \_\_\_\_\_
- \_\_\_\_\_ Reverb Chamber doors Qty: \_\_\_\_\_



## VARIABLE SEATING

Multiform theatres generally have some means of either achieving additional seating or re-arranging the seating layout.

The methods used to achieve the variable seating can be as simple as push on, push off seating wagons or very complicated machinery as with the Lambda systems.

Please provide us with as much information as possible about your system:

Operation description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Installation: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Motorized: \_\_\_\_\_ or Manual: \_\_\_\_\_.

Qty: \_\_\_\_\_

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_. By whom? \_\_\_\_\_.



## DRAPERIES

Please provide an inventory of all the draperies that you wish to have inspected. Provide the following information for each drape:

Use: (i.e. border, traveler, cyc, etc.) \_\_\_\_\_

Quantity: \_\_\_\_\_

Height x width: \_\_\_\_\_

Fullness: \_\_\_\_\_

Type of material: \_\_\_\_\_

Do you have the manufacturer's flame-proofing certificates on file? \_\_\_\_\_

How old are the drapes? \_\_\_\_\_

When were they last cleaned? \_\_\_\_\_

When were they last flame-proofed? \_\_\_\_\_



## TRACKS

Please provide an inventory list of all tracks. Provide the following information.

Use: (i.e. gallery masking, mid-stage traveler, etc.) \_\_\_\_\_

Style: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Length: \_\_\_\_\_

Manual \_\_\_\_\_ or motorized \_\_\_\_\_

Dead hung \_\_\_\_\_ or flies \_\_\_\_\_

Has this equipment ever been inspected? Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, when? \_\_\_\_\_. By whom? \_\_\_\_\_.