



## Occupational Health & Safety POLICY & PROCEDURES

### Theatre Dimmer Rooms

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### Purpose and Scope

The two control rooms that supply electrical power and dimming capability to the lights in the Mainstage and Playbox Theatres pose a potential risk of serious injury due to the high voltage supplied to these areas. This document is intended to protect employees from exposure to electrical energy while turning on the main power switch. This document is written in accordance with the OSHA Electrical Standard, 29 CFR 1910, Subpart S.

Because of the electrical hazards associated with these rooms, only those employees listed in this document as authorized users and who have received training may access the room to perform the procedures outlined below. A list of authorized users is given in Appendix A. Student assistants and helpers are NOT authorized users, and therefore, should not be asked by an authorized user to perform the procedures contained in this document.

The role of the authorized user is limited to performing the procedures contained in this document: to turn on and turn off the main switch that controls the electrical power supply to the Mainstage and Playbox. No authority is granted to accessing the dimmer controls.

Under no circumstances should any personnel attempt to enter the electrical breaker boxes in these rooms. Only licensed electrical contractors may service the electrical equipment contained in these boxes or the transformer.

### Consequences

Having authorized access to these two control rooms is viewed as a privilege. Those who fail to follow the prescribed procedures or who allow unauthorized access to the rooms will lose their authorized status and will not have access to the rooms in the future.

### Contact Information

During all events, the Event Coordinator (EC) is the main contact person during events, and should be notified any time a potential problem exists. The Event Coordinator may be contacted at:

| Room                               | Phone Extension |
|------------------------------------|-----------------|
| A310, Theatre Staff Office         | 8174            |
| A304, Technical Coordinator Office | 8184            |

In certain situations, it may be necessary for the EC to contact the Technical Coordinator. The Technical Coordinator's contact information will be left with the Event Coordinator prior to the event.

All perceived emergencies (i.e. medical, fire, etc.) should immediately be reported to the NVCC Public Safety Department at extension 8112.

Any questions or concerns about this policy or the procedures should be directed to Jonathan Curns, Technical Coordinator of Theatres, at 203-575-8184 or [jcurns@nvcc.commnet.edu](mailto:jcurns@nvcc.commnet.edu), or Dana D. Elm, Coordinator of Environmental Affairs and Occupational Health and Safety at 203-596-2153 or [delm@nvcc.commnet.edu](mailto:delm@nvcc.commnet.edu).

## **Dimmer Room Procedures**

### **Inspection Prior to Energizing**

Step 1: Go to the room with the Control Console for the particular room you will be using. The Control Console for the Playbox Theatre is located in room A402, and the Control Console for Mainstage Theatre is in room A513.

Check to make sure that the console is turned off and the Grand Master and A/B faders are all the way down (0% setting). Visually make sure that all stage lighting is off.

Step 2: Unlock the door to the dimmer room and BEFORE ENTERING perform an inspection of the room to look for anything out of the ordinary. Observations that indicate an emergency situation should be reported to the Public Safety Department immediately by dialing extension 8112. Problems that would indicate an emergency situation include:

- signs of moisture (puddles, drips, wet ceiling tiles, etc.),
- an odor that would suggest overheating or burning,
- visible burn marks on the walls or electrical equipment,
- breaker panels that are open or appear to be tampered with.

Other non-emergency problems must be reported to the Technical Coordinator, either during the event or soon after. These problems might include

- excessive heat
- excessive dirt or dust buildup in the room
- items blocking the equipment or stored in the room

Step 3: Enter the dimmer room and fill in the log book with the required information (See Appendix B for log sheet).

Step 4: Inspect the exhaust system to ensure it is running and that air is flowing freely. The exhaust system in the Dimmer Room for the Playbox operates automatically with a temperature sensing switch.

The exhaust system in the Dimmer room for the Mainstage needs to be turned on manually using the switch mounted to the side of the overhead the ductwork. If the switch is "ON" but not operating, notify the EC. Since the transformer in each dimmer room normally operates continuously, the exhaust system serves to provide ventilation to these rooms to avoid the overheating of equipment.

Step 5: Inspect the breaker box panel to ensure that it is closed, secure, and in good condition.

*Under no circumstances should you open the door to the breaker panel or come into physical contact with any of the electrical equipment in the room, other than what is necessary to energize the system.*

**If the inspection process reveals any potential problems,**

**DO NOT PROCEED!!**

### **Turning the Electricity “ON”**

- Step 1: Approach the knife switch labeled “Stage Dimmer Power”. Place two feet on the rubber mat, standing as far to the right of the panel as possible. Place your left hand on the knife switch. Look away from the panel, and lift the switch to the upright position, or “ON” position.
- Step 2: Watch for the LED light (blue in Mainstage dimmer room and red in Playbox dimmer room) to illuminate on the upper left side of the rack or racks, which indicates that the system is energized.
- a. If this light turns on and stays constant, the rack is ready to operate.
  - b. If this light turns on and then flashes, alert the Event Coordinator immediately.
  - c. If the light does not turn on within 20 seconds of energizing the system, immediately follow the procedures in reverse to turn the system “off” and contact the Event Coordinator immediately.
- Step 3: Close and lock the door as you exit the room.

### **Turning the System “Off”**

- Step 1: Check the Control Console to ensure that that Grand Master and A/B faders are all the way down (at the 0% position) and the console is turned off. This ensures that all stage lighting is off. Visually make sure that all stage lighting is now off.
- Step 2: Enter the dimmer room. Once again, inspect the room to make sure that conditions are the same as when the system was turned on. If a problem exists, DO NOT PROCEED. Contact the Event Coordinator immediately.
- Step 3: Approach the knife switch labeled “Stage Dimmer Power”. Stand with both feet on the rubber mat and to the far right of the panel. Place your left hand on the knife switch. Look away from the panel, and pull the switch to the down position, or “OFF” position.
- Step 4: Note the time “off” in the log book.
- Step 5: Close and lock the door as you exit the room.

**APPENDIX A**  
**List of Authorized NVCC Staff**  
**(As of October 2, 2008)**

Names of authorized staff may change from time to time with the approval of the Dean of Administration.

| <b>Name</b>    | <b>Job Class</b>                            |
|----------------|---|
| Jonathan Curns | Technical Coordinator of Fine Arts Theatres |
| Obdulio Plaza  | EA  |
| Zack Pilat     | EA  |
| Kaitlin Izzi   | EA  |
| William Cone   | Theatre Tech Director                       |
| Tom O'Brien    | QCW-Electrician                             |
| Lisa Calabrese | Coordinator OFSEP                           |
| TBD            | Arts and Humanities Division Director       |
| Elena Rusnak   | Professor, Dance                            |
| Tracy Anderson | Professor, Theatre                          |
| Richard Gard   | Professor, Music                            |

**APPENDIX B**

**Log Sheet**

