Issued: May 2, 2008

Purpose

The purpose of the following procedure is to ensure that projection screens in classroom spaces at The Ohio State University are properly secured and safe according to design standards and to maintain the safety of students, faculty, staff, and the public.

Guidelines

Projection screens are to be tested in a consistent and uniform manner. All testing will be performed on a pass/fail basis with comments recorded for follow-up repairs. The tests are looking for malfunctions related to manufacturer defects and/or improper installation that will not allow the support structure to withstand the dynamic load of the projection screen (e.g. the use of bolts not long enough to securely hold the screen backer board to the substrate, screens anchored directly to drywall without a backer board, etc.). Screens should be mounted consistently based upon wall and ceiling materials.

Each testing group shall consist of contractors and a Facilities Operations and Development (FOD) representative. Contractors must be observed by the FOD representative while performing the tests. The FOD representative is to document the performance of each projection screen on the FOD Projection Screen Inspection Form (example, page 3). The FOD representative is to serve as an observer/recorder and is not to partake in the actual testing of the projection screens. Contractors are responsible for providing all equipment, tools, etc. to perform the task with the exception of the 50 pound testing device.

Note: The contractor that performs the testing will not be permitted to make the follow-up repairs.

Facilities Operations and Development

Issued: May 2, 2008

Testing Procedures

1. Visual Test

   a) Proper installation of the backer board to the substrate
   b) Proper mounting hardware
   c) Tightness of the hardware
   d) Defects

2. Weight Test

   a) 50 lbs. testing device, provided by FOD, is to hang on each screen support at the screen-hardware interface.
   b) Apply same load whether bracket is metal or plastic.
   c) A ladder or foot stool may be necessary for placement of the testing device.
   d) Inspect backer board and brackets for tightness.

Weight Test

3. Operation Test

   a) Perform procedures (1c) and (1d) simultaneously with steps (3b), (3c) and (3d).
   b) Operate the screen by pulling the screen straight down until reaching the fully extended position and then returning to storage position.
   c) Operate the screen by pulling it down at an angle of approximately 45 degrees until reaching the fully extended position and then returning to storage position.
   d) If an electric screen, operate the screen from the remote switch location, reaching the fully extended position and then returning to the storage position.

Operation Test: Step 3b

Operation Test: Step 3c

4. In the event a screen fails the procedure and a repair/replacement is needed:

   a) Remove the projection screen and place it in a storage area designated by the FOD representative.
   b) Mount a notification sign provided by FOD in the vicinity of the teacher station.
   c) FOD representative is to contact the Office of Information Technology (OIT) immediately at 247-4357 with the building and room location so that temporary teaching accommodations can be made.
   d) FOD representative is to make note of the failure for future repairs.

Building #	Building Name	Room #	Item Inspected	Type of Install	Bracket Type	Substrate	Visual Pass/Fail	Operation Pass/Fail	Weight Pass/Fail
011	Arps	003	70" Manual Screen						

OTHER ITEMS:

COMMENTS:

In the event of a screen failure, please remove screen from room, tape a notification sign to the teacher podium/station area, and call 247-4357 to notify of failure.

Return all inspection sheets to Becky Fields each day.

LEGEND:

Types of Substrate:

DW=Drywall/Wood Stud

DM=Drywall/Metal Stud

COB=Concrete Block

CLB=Clay Block

P=Plaster

PCMU=Plaster over CMU

O=Other, Explain in comments

Type of Install:

WM=Wall Mount

WB=Wall Mount on Board

CM=Ceiling Mount

Bracket Type:

PW=Plastic Bracket

MW=Metal Bracket

EP=Extended Plastic Bracket

EM=Extended Metal Bracket

Inspector:

Observer:

Date of Test: