Drawing and Information Requirements

JR Clancy provides drawings to our dealers for two reasons. First, to provide drawings the dealer can submit to the general contractor on the project, and second for the dealer's approval to verify we providing the equipment the dealer are expecting. Below is a description of what types of drawings we can provide, what information we need to complete them and some suggestions which would help the drawings flow through JR Clancy's engineering department quicker.

At JR Clancy, we do two types of drawings, shop drawings and layout drawings:

Shop Drawings

These drawings are needed for our shop to fabricate the equipment. We need to do these drawings on any motorized equipment, special equipment (listed on your quote with a product number starting with "Z"), any modified standard equipment (blocks with special base angles or special grooves) or any standard equipment made to custom dimensions (underhung head block clip angles, locking rails, arbor guide systems, pin rails and fire curtains). For most standard counterweight or PowerLift systems, these drawings can be done within 2-3 weeks of us receiving the information. These drawings are submitted to you for approval, and can be forwarded to the general contractor as part of your submittal.

Layout Drawings

These drawings are done for you to submit to the general contractor and include plans and elevations showing the equipment located within the building. Typically these drawings can be completed within 4 weeks of us receiving the information. We can also do drawings just showing the mounting of our equipment in your space (such as a head block or hoist).

We are happy to do both types of drawings on any project, but if you'd prefer not to have the layout drawings (because you're doing them yourself, you want to try to get the equipment quicker or any other reason), let us know so we're not waiting for information we don't need. If you need drawings by a certain date, let us know that as well and we'll try to meet that date (giving a specific date is much better than saying you need drawings ASAP as it gives us a goal to work towards). Below is a list of information we need to complete different drawings. We prefer to wait until we receive all the information before starting a project. We've found that starting with incomplete or inconsistent information results in us starting and stopping a project a couple times or having to make major revisions to the drawings. In both cases, this opens the door for more errors to work their way into the drawings. (As a side note, if you notice any errors on our drawings in the field while installing the equipment, please let us know so we can figure out where we made a mistake. We can't fix our problems if we don't know about them.)

Information Required

For each project that requires drawings, after you place your order you'll receive a request for information from your project manager (unless you sent in all the information with your order – a good way to get into the drawing schedule quicker). It's also important to make sure the information that is provided is clear and consistent so we don't have to contact you for clarification and delay the drawings waiting for a response. If we do get conflicting information on steel size or placement, we will assume one dimension is correct based on the following priority:

1. Field verified dimensions.
2. Steel shop drawings.
3. Structural drawings.

Below is the information we need to complete drawings:

Shop Drawings:

- **Clip Angles for Underhung Head Block:** The information listed field check worksheet - Size of beams, spacing of beams, location of the wall, loading/fly gallery and face of guides (if it is existing or being provided by others – if not provided we will recommend a location). If there are existing arbors, we also need to know the capacity of the arbor.
- **Locking Rail and Pin Rails:** Set spacing and overall length. For gallery or pit mounted rails, include a detail of the gallery or pit edge.
- **Arbor Guide System:** Set spacing, number of guides, height of guides, distance from the first to last guide (unless the system is a full bank of guides) and distance from the face of the guides to the wall (unless we are providing and location head blocks, then we need the information listed for clip angles).
- **Fire Curtains:** Either finished curtain size or proscenium size. For brail curtains, lift line spacing.
- **Line Shaft Hoists:** Speed, capacity, number and spacing of drums, mounting steel, mounting position (upright or underhung), 3 phase voltage.
- **Drum Hoists:** Speed, capacity, travel, number of lift lines, mounting position, direction cables come off drum (a sketch showing the location and orientation of the motor, drum and cables is helpful), 3 phase voltage.
- **PowerLift:** The information listed on the PowerLift field check worksheet.

Layout Drawings: Layout drawings require contract drawings of the building. Drawings can be sent in one of these formats:

- AutoCAD files (preferred, having a cad plan and elevation can save us 4-8 hours of redrawing the building)
- Full size paper drawings
- PDF files of drawings (as long as they can be printed to scale)
- TIFF or other image files (as long as they can be printed to scale)

We prefer to work with a full set of contract drawings. Often, when we receive partial sets of drawings, we find details referred to on the plans or elevations that we do not have. If you can only send a partial set of drawings, we need:

- Architectural plans of the stage area (including any plans showing galleries or the gridiron).
- Structural plans of the stage area (including all rigging steel, typically the roof plan – often the details for the head block steel are shown on a detail sheet).
- Architectural section/elevation showing the proscenium wall from the stage.
- All theatre equipment drawings showing rigging equipment.
- For projects with motorized equipment, electrical drawings showing the 3 phase voltage.
- Rigging equipment specification.
- If there are any differences between what was specified and what you are providing, please let us know so our drawings will reflect what you are planning to provide.

If you include MEP drawings, we will review them and note any conflicts with the equipment that is being supplied.